



Fire Business Reference Guide



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Fire Business Reference Guide

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FWS FIRE BUSINESS REFERENCE GUIDE



INTRODUCTION

This business guide was established to provide FWS standardized guidance for the Fire Management Program. It contains specific business rules, definitions, and standard operating procedures to ensure consistent accounting and reporting requirements set forth by the FWS, Department of the Interior (DOI), and Congress.

Included are detailed descriptions of the various Fish and Wildlife Service fire management accounts. Station managers, Regional Fire Management Coordinators (RFMC), and Fire Management Officers (FMO) must be aware of the responsibilities and limitations on the use of the Wildland Fire Management (WFM) Appropriation.

Funding for fire management activities is provided through a combined DOI Wildland Fire Management Appropriation. Each agency's portion of the appropriation is distributed through an allotment from the Office of Wildland Fire Coordination (OWFC)/OS via the Treasury Department, as directed by DOI. The Fire Program Analysis (FPA) system will change the current budget justification and development process for all wildland fire bureaus. This project direction came from Congressional and Executive branches to develop an Interagency, Landscape-scale Fire Planning Analysis and Budget tool. More information regarding the Fire Program Analysis and the implementation status can be found at: www.fpa.nifc.gov

The FWS fire appropriation consists of three activities: Preparedness, Suppression Operations, and Other Operations. The Preparedness activity has two subactivities – Preparedness and Facilities & Construction (Deferred Maintenance and New Construction). The Suppression Operations activity has two subactivities – Suppression and Emergency Stabilization. The Other Operations activity has four subactivities - Hazardous Fuel Reduction (WUI), Hazardous Fuels Reduction (Non-WUI), Burned Area Rehab, and Rural Fire Assistance

Firebase is the FWS system used for calculating percentages in preparedness funding distributions between Regions. The Firebase analysis provides a consistent method for allocations to Regions based upon wildland fire workload, values at risk, and performance matrices. The National Fire Leadership Team (NFLT) agreed upon this method to streamline and decrease the constant fluctuation of base funding, in which salary and support costs are primarily paid. A maximum reduction of 5% to the total preparedness base program funding was established to minimize impacts to Regions. Beginning FY 2009 Ecosystem Management Decision Support (EMDS) was fully implemented for HFR allocations as directed by DOI. Specific allocation processes can also be found in the NWRS Allocation Handbook.

Fire management funds are no year funds which do not expire at the end of a fiscal year. In accordance with the WFM Appropriation Language, any unexpended balance is carried over to the current fiscal year from the previous budget fiscal year within the Department. All carryover funds return to the FWS in full – with the exception of the fuels accounts. All combined fuels carryover totals go into a single National pot and are distributed to each DOI bureau based upon

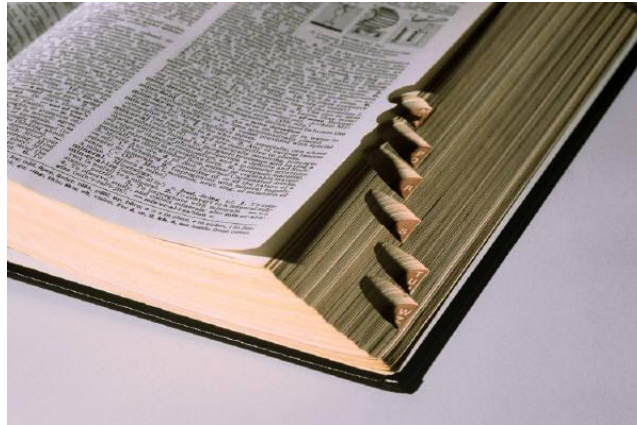
overall program percentage of unused funding (DOI priorities are considered/covered prior to Bureau distributions). Due to exemplary productivity and historically smaller FWS carryover balances, a larger percentage of the total carryover is received by the Service.

Allocations to the Regions consist of:

- [current year appropriations](#) based on the President's budget
- [carryover dollars](#) (unexpended prior year funding)
- [recoveries](#) (prior year deobligations) Recovery dollars are credited back to the region in which the recovery occurred for the following accounts: 9131, 9263, and 9264.
 - The emergency suppression funds (9141 and 9142), Facilities (9132), BAR (9262) and RFA (9265) accounts do not fall into this category.

This supplemental guidance is suggested to aid compliance with Department and Service procedures/guidance and regulations. It does not in any way replace or supersede any Departmental or Service policy. If any issues arise in the interpretation of this supplemental guidance, Departmental or Service policy has precedence.

SUBACTIVITY DEFINITIONS



Subactivity 913C - Preparedness User-Pay Cost Share (Fund Code 560X)

The Preparedness User-Pay Cost Share Methodology (formerly CAM) is a process the Service utilizes to fund its general operational expenses. General operations will provide both administrative and certain facility support services that are essential to support all Service programs. For example, these cost elements include the Service's nationwide GSA leasing costs for office and storage space, Federal Telecommunication System communications costs, workers and unemployment compensation, postage, printing and several other cost elements. In addition, essential support services, such as personnel management, contracting and procurement, financial management operations, and facility and property management are also provided at the Regional and national levels.

Each fiscal year, at the beginning of the allocation process, all Regions and the Washington Office conduct a comprehensive analysis of the General Operations funding requirements covering the Service's fixed costs and the provision of support services. At the same time, the Division of Finance analyzes programmatic usage of fixed cost items such as leased space and Federal Telecommunication System costs, Federal Financial System usage and workers compensation, while the Division of Budget analyzes actual Full Time Equivalent (FTE) usage for each appropriation and program. These FTE usage patterns are then used to allocate General Operational costs to each Service appropriation and program. In sum, each appropriation and program shares in paying the projected costs based on its actual use of fixed costs elements and/or the number of FTE's benefiting from these support services.

Subactivity: 926C - Fuels User-Pay Cost Share (Fund Code 558X)

926C was established to capture the User-Pay Cost Share Assessments in fuels to more accurately reflect actual operational expenses and to alleviate the full burden in 913C.

Note: The definition for 926C is the same as the methodology for 913C.

Subactivity 9131 - Preparedness (Fund Code 560X)

The Preparedness subactivity consists of all the actions needed to prepare for the response to wildland fire ignitions. This includes staffing, training and equipping forces to be ready and available to respond to wildland fires and provide appropriate management response.

Preparedness funds provide significant support to the overall management and planning of the Fish and Wildlife Service's fire management program. Preparedness includes readiness and capability to provide safe, cost-effective fire management programs in support of land and resource management plans. This activity requires the hiring and training of personnel, prevention activities, provision and maintenance of support facilities, purchase and contracting of equipment, supplies, and support; planning, coordination, policy development and oversight, research as well as interagency coordination and direction which may include establishment and funding of interagency agreements and interagency fair share contributions.

The bullets below describe appropriate uses for the preparedness account, i.e., fire program management; however it is not intended to be all inclusive.

Appropriate Uses

- Program oversight and management; particularly those activities associated with Readiness and Program Management for expected annual wildland fire season workloads
- Routine operating expenses.
- Staffing - Positions should be justified by the FIREBASE analysis and must be approved by the RFMC's.
- Interagency cooperative fire planning and management.
- Fire prevention activities including but not limited to outreach activities and other prevention materials.
- Training and travel for wildland fire related qualification needs.
- Purchase of training materials.
- Development of training courses.
- Purchase of capitalized property and equipment (>\$15,000) used for wildland fire preparedness including firefighting equipment such as fire engines, tractor plow units, remote automated weather stations, pumps, radios, and computers. These purchases must be approved by RFMC's and appropriate contracting channels, as well as supported by fire management plans.
- Interagency Agreements.
- Fair share contributions for interagency shared resources such as dispatch centers and tanker bases.
- Support for interagency coordinating groups at National and geographic levels.

Prohibited Uses

- Funding of non-fire positions or work.
- AD pay, travel & training.
- All non-fire related expenditures.

Ready Reserve

The purpose of the Ready Reserve Program is to increase rural fire departments (RFDs) wildland fire operations safety, effectiveness, and capacity by sponsoring and/or facilitating focused local-level training opportunities. The Fish and Wildlife Service (Service) benefits from long-term cooperative relationships with local and rural fire departments as these departments protect their communities and provide wildland fire protection on and in the vicinity of Service lands.

Training provided through the Ready Reserve Program addresses critical skills needed for local initial and extended attack, protection of wildland urban interface communities, and multi-agency wildfire attack and coordination activities. In particular, the program provides training to help communities to safely and effectively manage wildland-urban interface protection activities and to aid the development of local “Type 3” organizations to manage local lower-complexity wildfire incidents safely and effectively. **NOTE: Funding for the Ready Reserve program has been eliminated from the FY2011 budget request.**

Eligible Applicants and Recipients

Eligible *applicants* for training funds (those applying for funds to conduct / administer training programs) include the following entities:

- State, Regional and Local FWS, BLM, BIA or NPS offices.
- Chief’s associations, local fire districts
- County and state fire management and forestry agencies, State Forester or equivalent
- Publicly funded, not-for-profit fire academies, universities, community colleges

Eligible *recipients* of training (students participating in Ready Reserve- funded programs) are:

Firefighters affiliated with fire departments meeting the following requirements:

- The department protects a community of 10,000 persons or less that is located in the vicinity of DOI lands.
- The department holds a cooperative agreement with DOI or with the State Forester, Department of Natural Resources, or state entity with wildland fire responsibilities
- The fire department plays a consistent role as cooperator with DOI bureaus in initial /extended attack on or adjacent to DOI – managed lands
- County, state or federal firefighters are not eligible for RRP – funded training

Eligible Proposals

Training must meet local needs towards improving safety, operational effectiveness, and/or enhanced interagency response capability and capacity. These needs are appropriately discussed collaboratively within the local cooperator group reviewing proposals and determining priorities.

Courses/programs should be scheduled to accommodate RFD schedules. Eligible proposal categories include:

- NWCG courses, with emphasis on FFT2, FFT1, ENGB, STEN positions
- Wildland courses meeting USFA, NFPA, or other standards that address core wildland firefighting and leadership competencies
- Non-NWCG courses such as local engine academies, multi-agency preparedness drills, simulation exercises, WUI operations, etc.
- Activities enhancing the ability of local departments to safely and effectively conduct WUI protection operations
- Instructor courses or other development to facilitate availability of instructors to provide courses in local venues.
- Courses, exercises or other developmental sessions facilitating development or training of local Type 3 incident management organizations.
- Firewise Home Ignition Zone Assessment training for local fire departments.

Application Process

Regions will be notified via a formal announcement once funding for the Ready Reserve Program has been confirmed. Funding will be provided in subactivity 9131; Regions are required to utilize project code **RRFW** to facilitate accounting of these funds.

Applicants are required to determine local training needs, priorities, and methods through an interagency collaborative process. DOI Bureaus are encouraged to coordinate with their respective State Forester and state and local partners, as appropriate, to jointly assess local priorities for training, determine student eligibility, and generally coordinate processes. State Foresters, their equivalent, or their representative (i.e. State Training Officer) must review and concur with the final prioritized list submitted for consideration.

National office DOI program leads, in coordination with the NASF Fire Director, will select training projects using a suite of considerations, including the following important factors:

- The need for the training and how well it meets the program objectives, as described by applicant
- Level of local and statewide dependence on RFD's for community protection and initial attack of wildfires
- Ability to meet basic DOI accountability and reporting requirements
- Experience in providing instruction and training to rural partners
- Ability to form mobile cadres or otherwise provide instruction to remote RFD's unable to attend regular academy sessions, with instruction schedules accommodating RFD personnel (i.e. weekend, evening sessions)
- Cost effectiveness, as determined by cost-per-student, amenities offered, and other considerations.
- The administrative and logistical capacity of the academy/program to accommodate additional funding and students.

Additional information regarding the Ready Reserve/Rural Fire Assistance Programs can be found at http://www.nifc.gov/rfa/2009_info.html

Subactivity 9132 - Facility Construction and Maintenance (Fund Code 560X)



The budget for facilities maintenance and construction is based on the DOI Five-Year Plan for Deferred Maintenance and Capital Improvement. The plan identifies and ranks projects that will reduce critical health and safety risks at Department of the Interior facilities and on Departmental lands. The fire management program has undertaken intensive efforts, originating in the field, to develop these lists. This is a critical investment to meet the Department's mission to reduce threats to public health, safety, and property, and to restore and maintain health of the land. The Five-Year Plan is developed and managed by the DOI Fire Facilities workgroup. Projects are prioritized regionally then nationally, based on the use of common definitions/terms for facilities management in the Interior-wide planning process.

The following forms/documents may be found at <https://fii.fws.gov/fii/operations/facilities>:

Attachment G (DOI Facilities Deferred Maintenance and Capital Improvements 2011-2015

Example #1 Project Data Sheet 2010-2014

Example #2 Project Data Sheet 2009-2013

Subactivity 9141 – Suppression Emergency Operations (Fund Code 561X)



The Emergency Suppression subactivity includes all the actions and costs required to actively respond to wildland fires (wildfires and escaped Rx burns declared a wildfire) and implement an appropriate management response(s). Travel, transportation and subsistence of all resources needed to manage an ongoing wildland fire may be charged to this account. In addition, elevated levels of Short-Term severity necessary to respond to short term increases in fire activity due to weather events, public activities or arson can be funded from this subactivity. Severity requests for additional resources, due to increased fire potential or danger, or fire seasons that start earlier or last longer than planned in the fire management plan, require specific authorization from the Fire Director.

Appropriate Uses

- Appropriate management response taken on wildfires and on prescribed fires that have exceeded prescription and have been declared a wildfire.
- Base 8 for 9263/9264 funded employees engaged in wildland fire management actions.
- Base 8 for FWS non-Fire funded employees engaged in wildland fire management actions.
- Overtime, hazard pay, or environmental premium pay for all personnel engaged in wildland fire management actions or support for these actions.
- Travel and transportation costs associated with pre-positioning initial attack personnel, organized crews, overhead teams and aircraft for a specific wildland fire.
- Travel and per diem directly related to a wildland fire action.
- Transportation of associated equipment and supplies.
- Hiring of emergency firefighters (AD) until the additional workload created by the wildland fire event has been reduced to a level that can be managed with regular permanent and seasonal (refer to current AD Pay Plan).
- Supplies required for specific suppression actions.
- Emergency equipment leases/contracts/rent for staging facilities for the duration of a specific fire or to meet Step-Up Plan or Fire Management Plan and severity needs.
- Repair and maintenance of equipment used on a fire. These types of expenditures require host unit approval.
- Replacement of equipment destroyed or consumed on a wildland fire (Refer to Chapter 30 of the IIBMH for detailed information).
- Accountable equipment lost, damaged or destroyed on a wildland fire may be replaced only if it has been approved under Board of Survey procedures. Board of Survey procedures can be found in the FWS Property Management Handbook. (Refer to Chapter 30 of the IIBMH for detailed information.)
- Travel and other routine costs associated with fire reviews.
- Payments to suppression cooperators under interagency agreements.
- Wildland fire cause determination and arson investigation.
- Wildland fire effects monitoring – up to one year. **See definition below.**

Post Wildland Fire Effects Monitoring vs. Post Wildfire Recovery Assessments

Post wildland fire monitoring measures natural, cultural and human resource benefits and losses from wildland fire in order to evaluate whether strategic and tactical wildland fire management decisions were appropriate. Some basic wildland fire monitoring activities include mapping wildland fire perimeter, suppression/holding activity disturbance and burn severity; appraising wildland fuel type, loading and arrangement changes; identifying threatened and endangered wildlife species and habitats, cultural resource and administrative public use facility damage; and determining wildlife habitat response. Post wildland fire monitoring is funded by the appropriate wildland fire (suppression/WFU 9141, hazardous fuels Non-WUI 9263, and WUI 9264 prescribed fire) and non-wildland fire subactivity and limited by Department and Service policies and procedures.

Post wildfire recovery assessments are targeted appraisals of specific wildfire damages identified in approved Fire Management Plans, identified as an objective in the Prescribed Fire or Hazardous Fuels treatment plan, or by post wildland fire monitoring. The assessments include determining natural recovery, invasive species establishment and soil erosion potential; assessing watersheds related to slope stability, downstream flooding potential, and human safety and property risk; determining cultural resource site vulnerability to accelerated degradation or vandalism; identifying public use safety hazards caused by the wildfire, and inventorying burned Service minor facility repair or replacement needs. Post wildfire recovery assessments are funded with the appropriate wildland fire subactivity, i.e., suppression activity damage repair – 9141, emergency stabilization – 9142, burned area rehabilitation¹ - 9262, restoration, non-wildland fire appropriation), and limited by Department and Service policies and procedures.

Prohibited Uses

- Accountable equipment, except as authorized by the Fire Management Branch. Accountable equipment lost, damaged or destroyed on a wildland fire may be replaced only if there is an approved Report of Survey.
- Base 8 salaries and benefits for 9131 funded personnel.
- Post wildfire recovery costs associated with management actions not in the approved Wildland Fire Situation Analysis (WFSA).
- Any costs not associated with an approved severity request, wildland fire, or Short-Term severity action.

All wildfires on any Government lands will receive a project code from the interagency system known as FireCode. Refer to the FWS FireCode Business Management Direction and the Interagency Incident Business Management Handbook for detailed guidance.

Costs for suppression may include firefighters and support personnel, supplies, equipment rental, replacement of lost or damaged capitalized equipment (as a direct result of the incident), contracts for goods and services, dispatch and logistical support.

¹ Initial burned area emergency response assessments in addition to the targeted emergency stabilization information frequently identifies and complies suppression activity damage repair, burned area rehabilitation and restoration information are completely funded with 9142 funds. Subsequent assessment and planning activities are funded by the appropriate subactivity.

Severity Funding Short-Term (9141)

During the wildland fire season there may be short-term weather events and increased human activity that increase the fire danger beyond what is normal. These types of occurrences cannot be planned or budgeted as part of the normal fire season. Short-term severity planning may call for movement of additional firefighting resources into the area, lengthening the duty day, increasing coverage from 5 days to 7 to provide extended initial attack. The duration of this type of event may be from one to a few days and can occur several times during the fire season. The annual total authorized is NTE \$300,000 per region.

The triggering of short-term severity funding is identified in the Refuge Step-Up Plan. It should not be confused with severity funding which is justified by prolonged environmental problems, i.e., 90th and 97th percentile conditions. Short-term severity is a short duration event.

The decision to use short-term severity funding is made at the refuge/FMO level with approval of the RFMC. Authorization for use of these funds must be defined in an approved refuge Step-Up Plan or Fire Management Plan. If a refuge Step-Up Plan is not complete, the RFMC will establish interim guidance for initiating short-term severity. Funding to cover these costs will come from the 9141 subactivity since the reason for incurring increased costs over what is normal is due to potential, unplanned risk. The frequency and use of short-term severity funding will be documented through the use of the following Region specific project numbers:

Region	Project Number
1	PER1
2	PER2
3	PER3
4	PER4
5	PER5
6	PER6
7	PER7
8	PER8

Example: Host Unit org code - 9141 – PER(X) X = region number

Appropriate Uses

- Short-term severity actions carried out in response to an approved Step-Up Plan.
- Regular time and premium pay for other than 9131 personnel in support of these actions, or personnel involved in Step-Up Plan activities.
- Travel and transportation costs associated with:
 - Pre-positioning initial attack personnel, organized crews, overhead teams and aircraft in reserve.
 - Transportation of associated equipment and supplies.
- Hiring of emergency firefighters (AD) to meet Step-Up Plan needs.
- Emergency equipment leases/contracts to meet Step-Up Plan needs.
- Aircraft costs associated with a specific fire or to meet Step-Up Plan needs.
- Repair and maintenance of equipment used during short-term severity timeframe.

Prohibited Uses

- Base 8 salaries and benefits for 9131 funded personnel.
- Any costs not associated with an approved severity request, wildland fire, or short-term severity action.
- Wildfire costs (those costs should be charged directly to the FireCode issued for the wildfire incident).

Severity Funding Long-Term (9141)

Severity funding is the authorized use of suppression operations funds for extraordinary preparedness activities on Service lands that are required due to an abnormal increase in fire potential or danger or fire seasons that either start earlier or last longer than planned in the fire management plan. When either of these conditions exists and suppression resources acquired through the approved fire planning process are insufficient to meet extraordinary need, suppression resources may be requested through the severity funding process.

Fire severity funding is not intended to raise preparedness funding levels to meet needs identified in fire management plans not funded under regular preparedness funds. Funds are not transferred to the requesting unit but an authorization to expend against a designated limit is given.

Severity Authorization Limits

Effective April 2007, the Department set an authorization limit (cap) on the Service's severity at \$3.2 million. The desired outcome in setting this internal control is to help control overall suppression obligations.

Requesting Fire Severity Authorizations

Severity funding needs should be anticipated as early as possible to allow adequate time for request development and approval. Severity requests should be made in 30-day or less increments. For needs of greater than a month in length, additional extensions may be requested in one month periods, or less, after the initial request has been exhausted.

Severity requests should be prepared on an interagency, collaborative basis. The FMO in concert with the RFMC will develop the severity funding package. Once the Regional Director (or delegate) approves the request, it will be sent to the Chief, Branch of Fire Management who will review the package and prepare a response within 48 hours. In general, severity funding will not be approved unless the severity request documents that at least one fire danger indicator is at or above the 90th percentile level, and resource needs are identified in the Fire Management Plan or some type of preparedness plan (Step-up, NFDRS, or similar plans). Exceptions should be discussed with the Fire Management Branch before a request is formulated to determine additional justification needs.

All fire severity request packages must include the following:

- A severity request from the unit using the interagency severity funding request standards and format from Chapter 10 of the Interagency Standards for Fire and Fire Aviation Operations.

- The requested resources and cost estimate must be completed based on realistic projections of actual need (number and days) rather than the maximum potential need.
- A completed and signed Fire Severity Regional Review Worksheet (Appendix E)
- A brief transmittal memo from the Regional Director or delegate to the Chief, Fire Management Branch

If more than one Region or agency is involved, a combined request indicating each bureau/region/unit's estimate of cost may be made with a copy transmitted to the Fire Management Branch for consideration.

Fire Severity Approvals and Authorizations

1. The Fire Management Branch will review all requests and notify the RFMC of its decision within 2 business days of receiving the signed package by fax or mail. A preliminary authorization will be considered if the Region emails the unit's severity request and completed Regional Review Worksheet to the Branch while the official package is going through the surname process. The Branch, after discussions with the Region, may elect to approve a request, but reduce the authorization to a more realistic level.

Fire Severity Overruns

Regions may request additional funding if it appears that there will be cost overruns during the approved severity period. Overrun request and approval will be handled and documented via email. Requests for extensions or overruns must be accompanied with an estimate of expenditures and a daily fire severity log.

Fire Severity Project Codes

Once a fire severity project is approved, the appropriate Regional Fire Management Office must retrieve a project code from the FireCode system (<https://www.firecode.gov>), and notify the Fire Management Branch (Amy Kishpaugh) of the complete cost code (including the organization code of the host unit) for tracking purposes. **A special requirements tab has been added to the FireCode system to indicate severity** and must be checked when creating a new Fire Code for an approved severity authorization. See example in **Appendix E**.

Reporting Requirements

Units will email a final report to the RFMC and the FMB within 30 days of ending severity. The final severity report must include the following:

- Total amount authorized
- Short narrative of fire activity

The requesting unit must keep all fiscal documents pertaining to the severity expenditures separate from other fiscal documents for audit purposes. This includes timesheets, both for permanent and any AD hires, travel vouchers, purchase documents, etc. Given potential changes in conditions, identify anticipated duration for continued use of the authorization.

Appropriate Uses

Chapter 10 of the Interagency Standards for Fire and Fire Aviation Operations (Redbook) defines fire severity funding and should be used in conjunction along with the following components:

- Base 8 for supplemental personnel, i.e., individuals not already funded with pre-suppression funds.
- Base 8 for fuels funded employees.
- Premium pay for all employees engaged in severity operations.
- Maintenance and repairs of equipment which are required as a result of the severity assignment (FWS currently does not have Working Capital Fund, i.e., Agency-use rate and Fixed-ownership rate for these types of activities).
- Funding is used to enhance wildland fire initial attack response capability during potentially dangerous situations caused by unusual climate or weather events such as extended drought or strong windstorms.
- Rental or lease of initial attack equipment.
- Expansion of existing fire suppression personnel (7 day coverage).
- Expansion of normal initial attack capability that is included in the Fire Management Plan.
- Aviation resources including standby aircraft availability.

Prohibited Uses

- Severity funding cannot be used to restore lost funding resulting from budget cuts or other reductions.
- Funding cannot be used to meet normal unit needs identified in fire management plans which are not adequately funded through normal program allocations.
- Procurement of capitalized equipment without Fire Management Branch approval.
- Base 8 for 9131 funded employees.

Subactivity: 9142 - Emergency Stabilization (Fund Code 561X)

See the FWS Fire Management Handbook Chapter 11 for Service specific guidance and the Interagency Burned Area Emergency Response Guidebook for appropriate and inappropriate subactivity uses.

Emergency Stabilization funding is provided for no more than one year following total containment of the wildfire, except that emergency stabilization funding can be used for up to three years following total containment of the wildfire for treatment effectiveness monitoring and to repair or replace emergency stabilization structures or treatments where failure to do so would imperil watershed functionality or result in serious loss of downstream values. Emergency stabilization funding cannot be used to continue seeding, plantings, and invasive plant treatments beyond one year. Continued treatment funding beyond the first year requires an approved plan amendment including monitoring documentation justifying the additional funding request and data entry into NFPORS Restoration and Rehabilitation module. Emergency stabilization plans and expenditures will conform to Interagency Burned Area Emergency Response Guidebook standards and guidelines.

The project code used for emergency stabilization activity will be the same as the wildfire project code assigned through FireCode. Example chain of events:

Wildfire at Buenos Aires NWR

Org Code	Sub Activity	FireCode	ABC Code	Type
22530	9141	B638	2J or 2K	Wildfire
22530	9142	B638	2L	Emergency Stabilization

The Fire Management Branch will notify the regional ES/BAR Coordinator when funding has been approved. The region or the host unit will establish the appropriate cost structure using the host unit organization code. Example: 22530-9142-B638.

Subactivity 9262 - Burned Area Rehabilitation (Fund Code 557X)

See the FWS Fire Management Handbook Chapter 11 for Service specific guidance and the Interagency Burned Area Rehabilitation Guidebook for appropriate and inappropriate subactivity uses.

Burned Area Rehabilitation (BAR) are post-fire efforts (up to 3 years) to repair or improve lands unlikely to recover to a desired management approved condition from wildland fire damage, or to repair or replace minor facilities damaged by fire.

All burned area rehabilitation projects or treatments will be funded on a priority basis as established by the National Burned Area Emergency Response Coordinators (NBAER) in consultation with the DOI's Office of Wildland Fire Coordination (OWFC). Priority selection for treatments on prior-year fires will occur shortly after the start of the fiscal year. Funding will be distributed upon passage of the Interior Appropriation bill or other appropriate legislation. Funding for rehabilitation plan development and implementation will be provided by the burned area rehabilitation subactivity.

Funding for burned area rehabilitation treatments is provided in one-year increments for no more than three years from the date of containment of a wildland fire; therefore, obligating funds in one fiscal year for use in another is only done when there is not sufficient time to initiate and complete the contracting necessary to begin treatment work identified in an approved plan.

Burned area rehabilitation plans will conform to Interagency Burned Area Rehabilitation Guidebook standards and guidelines.

The project code used for rehabilitation activity will be the same as the wildfire project code assigned through FireCode. Example chain of events:

Wildfire at Buenos Aires NWR

Org Code	Sub Activity	FireCode	ABC Code	Type
22530	9141	B638	2J or 2K	Wildfire
22530	9262	B638	2M	Burned Area Rehab

The Fire Management Branch will notify the regional ES/BAR Coordinator when funding has been approved. The region or the host unit will establish the appropriate cost structure using the host unit organization code. Example: 22530-9262-B638.

Reimbursable Fire Accounts (Fund Code 553X)

Subactivity: 9151 - Preparedness Reimbursables

Subactivity: 9152 - Suppression Reimbursables

Subactivity: 9153 - Hazardous Fuels Reimbursables

Subactivity: 9154 - Wildland Urban Interface Reimbursables

Reimbursable accounts for the FWS Fire Management Program have been created in an effort to accurately report and track fire management activities. The intent of these accounts is primarily to provide a funding transfer mechanism with other Federal partners for fire activities agreed to through an Interagency Agreement and/or FEMA tasking for fire assistance. (Reimbursable accounts for all Hazard FEMA tasks such as hurricanes, floods, etc. will be established through normal FWS reimbursable accounting procedures.)

The Economy Act (USC 31 § 1535) authorizes Federal agencies to perform work or furnish materials to each other on a reimbursable basis. In addition, the annual Wildland Fire Management appropriations language authorizes reimbursable agreements with non-federal entities: "...as mutually agreed on by the affected parties..."

The performing agency may incur obligations or expenditures for another party after a reimbursable agreement is executed and before payment is received. The paying agency will determine the format of the written contractual reimbursable agreement. If the private entity does not have a standard agreements form and format, the Intragovernmental Agreement Form may be used if mutually agreeable, see **Appendix G**.

Federal Agencies Assistance

It has long been the intent of Congress that the, "Interior Agencies and Forest Service should not charge each other for personnel and other resources" when providing assistance in conducting hazardous fuel treatments.

The DOI agencies have agreed not to crossbill each other for fuels management assistance although they may with a signed, two-party agreement if they so choose. Assistance to or from the Forest Service, unless arranged otherwise, requires a local agreement, so that funds can be transferred between agencies. Alternatively, informal agreements may be made where assistance is provided on a "quid pro quo" basis, where one agency provides assistance for another agency's project and then in turn is the recipient of assistance from the other agency on a project of their own.

Fuels management projects are considered regular planned land management activities as opposed to emergency activities; therefore, offices have the right to turn down requests from other offices to assist in fuels management activities. Offices should not consider providing personnel and resources at the expense of their own target accomplishments, and no office should be placed in a position of subsidizing another office's fuels management activities.

Fire reimbursable agreements will be established at the station or regional level. Upon completion and approval of the reimbursable agreement, a project code must be established under the appropriate subactivity as defined above. A copy of the signed/approved FWS Form 3-2058 (Reimbursable Agreement Data Form) must be provided to the Denver Finance Center (DFC) in order for the project code to be established in the finance system, see **Appendix G**.

NOTE: A copy of the approved 3-2058 must be forwarded to the FWS Branch of Fire Management, Budget and Planning.

Please refer to the FWS, Division of Financial Management and 264 FW 2, Reimbursable and Intergovernmental Agreements – Policy and Procedures, Fish and Wildlife Service Manual direction regarding reimbursable accounts <http://www.fws.gov/policy/264fw2.html>

Subactivity: 9242 – Fire Trespass Collections (Fund Code 554X)

NOTE: The Fire Trespass Handbook has been incorporated into the FWS Fire Management Handbook, Chapter 10. There is no longer a stand-alone Fire Trespass Handbook.

Fire trespass is the occurrence of unauthorized fire on agency-protected lands where the source of ignition is tied to human activity. Where negligence is determined, trespass cost recovery actions are to be taken to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements. Public Law 94-579 grants authority for collections of fire trespass costs as well as the Federal Land Policy and Management Act of 1976 § 305, Deposits and Forfeitures. Congressional authority enables the Service to retain fire management recovery funds that were previously required to be returned to the U.S. Department of Treasury. The Fiscal Year 1999 Interior Appropriations Act provided permanent authority to keep sums received for fire protection.

A Fire Trespass "collection" provides for the reimbursement of costs incurred by the Federal Government in response to losses of property and resources from unwanted human-caused ignitions, as determined through litigation. The Service is accountable in determining the cause of ignition, responsible party, etc., as well as determining all associated costs and provision of supporting documentation.

Upon fire trespass legal ruling and settlement determination (collection amount), the Service is responsible for the billing, collection and dispersal of collected funds. The collecting office will prepare a Bill for Collection DI-1040 <http://www.fws.gov/forms/di1040.pdf> indicating the **incident org code-9242-original fire incident project code**, and forward the Bill for Collection to the Cost Accounting Section (per Regional direction) along with supporting documentation. The Cost Accounting Section will enter the Bill for Collection into FFS, as well as prepare and send a "formal" bill to the plaintiff. See **Appendix H** for DI-1040; collection transmittals are prepared and submitted electronically via Pay.gov at <https://www.pay.gov/paygov>. Please check with your Regional Office regarding deposit of funds, Pay.gov enrollment, etc.

Funds (check or money order) are to be recorded via Pay.gov and mailed to current lockbox address below:

Mailed Correspondence

U.S. Fish and Wildlife Service
Cost Accounting Section
P.O. Box 272065
Denver, CO 80227-9060

FedEx Delivery

U.S. Fish and Wildlife Service
Cost Accounting Section
7333 W. Jefferson Avenue, Suite 300
Lakewood, CO 82035
Phone (303) 984-6800

NOTE: A copy of the Bill for Collection must be forwarded to the FWS Branch of Fire Management, Budget and Planning for National oversight.

Once fire trespass funds are deposited, they will be held by the collecting Region until the NFLT meets to discuss/negotiate current needs; funds will then be allocated based on NFLT decisions throughout the year.

If other federal agency's costs were included in the trespass settlement, FWS must transfer the other agency's portion of the collection via IPAC. State agencies do not usually fall into this situation because a net reimbursement between the two agencies usually occurs at the end of the fire season covering the entire year's suppression actions.

These funds may only be used for non-recurring contracts, interagency activities, temporary labor, and one-time purchases not requiring continued monetary commitment. These funds are not base funds; they are considered one-time funds and cannot be used to augment the preparedness budget.

Funds may be used for fire activities in the wildland fire prevention planning process, examples include: fire awareness, educational activities, law enforcement activities, and prevention and trespass training. Funds can also be used for restoration that is needed as a result of fire where, due to limitations on the use of rehabilitation funds (9262), restoration of developments damaged by a fire could not be accomplished.

NOTE: It is "critical" that fire trespass collections and resultant spending transactions cite the original fire incident project code or the funds will lose their identity.

Subactivity 9263 - Non-WUI Hazardous Fuels Reduction Operations
Subactivity 9264 - Wildland Urban Interface (WUI) Fuel Reduction Operations
(Both Fund Code 558X)

The Hazardous Fuels Reduction (HFR) program reduces the impact and reduces the risk of wildfire that negatively impacts people, communities and to the environment, or restore and maintain fire-adapted ecosystems in a manner that will provide sustainable environmental, social, and economic benefits (restoration of fire-adapted ecosystems means making management decisions that increase resiliency and improve landscape conditions so that fire can fulfill its' appropriate ecological role and benefit other natural processes).

The HFR program removes or modifies wildland fuels to reduce the potential for intense wildland fire behavior, lessen post-fire damage, limits the spread and proliferation of invasive species and disease. The HFR program emphasized cooperation and collaboration among Federal agencies, State, local, and tribal governments, and other stakeholders to achieve the HFR goals and objectives.

The **Non-WUI (9263)** HFR program invests in projects (treatments and activities) that reduce the risk of catastrophic wildfire, mitigates hazards, and improves or maintains natural resource conditions outside the WUI on lands identified as a priority to meet these goals. Cooperative efforts, both within and outside of the Service, support hazardous fuel removal as well as improving landscape health.

The **WUI (9264)** HFR program invests in same manner as the Non-WUI with the following additional program emphasis:

- Projects in high risk WUI areas
- Projects that focus on working with communities and areas in Community Assistance actions including, but not limited to: education, planning, prevention as it relates to HFR, FIREWISE or comparable programs, and other activities or treatments that meet this intent
- Community Wildfire Protection Plans and Equivalents

The Wyden Amendment (16 USC Chapter 18, 1011 as amended), (Attachment 1), authorizes the Department of the Interior (DOI) bureaus to use Wildland Fire Management appropriations:

- for the purpose of entering into cooperative agreements with the heads of other Federal agencies, tribal, State, and local governments, private and nonprofit entities, and landowners
- for the protection, restoration, and enhancement of fish and wildlife habitat and other resources on public or private land **and** the reduction of risk from natural disaster where public safety is threatened that benefit these resources on public lands within the watershed.
- and allows the Secretary to use fixed appropriations where bureau managers have to choose between projects on bureau lands or private lands.

This may include planning, implementation and support (such as collaborative meetings and associated travel, contracting, GIS, etc.) to HFR management activities including inventorying or risk assessment of fuel hazards, analysis of treatment alternatives, determination and application

of appropriate hazardous fuel treatment methods, and monitoring and evaluation of HFR accomplishments. All activities and treatments compete for funding on a year-to-year basis based on priorities set forth from the Department.

HFR projects (treatments and activities) must be identified and regionally approved through NFPORS in accordance with Service and Departmental guidance (See **Appendix F** NFPORS Business Rules).

Personnel may be hired and paid from the 9263/9264 accounts, subject to an approved Staffing Plan. However, the positions that are appropriate for hiring under this budget authority must be dedicated HFR management positions with at least 80% of their time spent working on planning, preparing, implementing and monitoring HFR projects. Due to the close scrutiny of 9263/9264 sub-activity expenditures, all positions hired under this sub-activity must have RFMC concurrence prior to recruiting and filling.

Cost accounting for 9263/9264 operations will be accomplished by assigning a project code (FMIS) to all projects.

NOTE: FMIS Rx project codes are not "rolled-over" from one fiscal year to the next but deactivated at fiscal yearend (September 30). A new Rx project code should be generated by FMIS (even if the work is a continuation of a previous project) for ongoing work. New fiscal year (money) = new FMIS project code.

Appropriate Expenditures

- All HFR treatments such as prescribed fire, mechanical and/or chemical (or a combination of methods) treatment developed in collaboration with partners and approved objectives in a land use/ fire management, or treatment plan.
- Planning and administrative activities required to support HFR treatments including smoke permits, surveys, and cultural/natural consultations.
- Risk Assessments and long range (time and space) planning to identify potential HFR projects and strategies.
- All WUI HFR treatments such as prescribed fire, mechanical, and/or chemical treatment.
- The 9263 account may be may used for 9264 projects costs but the 9264 account **MAY NOT** be used for 9263 projects.
- 9263/9264 **BASE** funding must be charged to a project code:
 - BASE
 - MENT
 - OUTR

Regions may choose to utilize additional project codes for monitoring/tracking as appropriate.

- 9263/9264 **PROJECT** funding must be charged to a project code:
 - FMIS assigned project code
 - PROJ

Interagency Assist Codes - Regions will charge and track interagency assist activities using the home organization code and the appropriate pre-established interagency assist codes. *See Appendix C Project Code Definitions for more information.*

AD's may be used 24 hours prior to prescribed fire implementation through 24 hours after completion. (See DOI AD Pay Plan for more specific guidance).

NOTE: AD's are NOT authorized for non-fire treatments using 9263/9264 funds.

Prohibited Uses

- Regular (base 8) hours for 9131, or any non-fire funded employee cannot be charged against the 9263 or 9264 subactivity. These positions are already funded out of other accounts and cross charging for base 8 hours would constitute unauthorized augmentation of funds in their regular accounts.
- Work on prescribed fire generally does not qualify for hazard pay unless it involves flying under 500 AGL, groundwork beneath hovering helicopters, or work in rough and remote terrain. Refer to 5CFR 550.901-907 for additional information and approval requirements.
- Equipment purchasing should be limited to 10% of the combined (base plus project) HFR allocation. Exceptions may be granted with Regional approval; any equipment requests over the Regional 10% limit should have National concurrence.
- 9264 funding cannot be spent on Long-term (5 yrs+) fire effects monitoring or research.
- Projects that do not mitigate wildfire risks.
- 9264 funding cannot be spent on 9263 projects.
- All other uses of 9263/9264 funding are considered prohibited unless specific approval is received from the Regional/National Branch of Fire Management.

Contracting Guidelines

1. All appropriate service contracts issued after October 1, 2004, must include the option to remove woody biomass generated as a result of land management activities wherever ecologically appropriate and in accordance with the law. (See pages 76-80, *Option for Woody Biomass Utilization in Procurement Contracts*).
2. DOI has identified contracting as a HFR program priority. Direction has been issued to encourage and ensure that all wildland fire agencies contract at least 50% of fuels project dollars. The use of IDIQ contracts is strongly encouraged.
3. A list of budget object codes the Department considers as contracting is found in **Appendix A** BOC list.
4. Contracting percentages are figured using the allocated total for fuels projects vs. the obligations/expenditures that have been made to date within the BOC's referenced in No. 2 above and the following project codes:
 - a) Fuel's project code (FMIS)
 - b) PROJ
 - c) Any other pre-established interagency assist codes

Reporting Requirements

- All 9263/9264 planned and accomplished projects must be reported in NFPORS (See **Appendix F** NFPORS Business Rules).
- All 9263/9264 projects (treatments and activities) must be reported in FMIS with a fire report.

Subactivity 9265 - Rural Fire Assistance (Fund Code 559X)

The Rural Fire Assistance (RFA) program funds are appropriated by Congress annually. RFA is intended to increase local firefighter safety and enhance the fire protection capabilities of Rural Fire Departments (RFD) by helping RFDs meet accepted standards of wildland fire qualifications, training, and performance for initial and extended attack at the local level. The RFA program supports the overall goals of the National Fire Plan by improving the capacity and capability of local fire departments to protect their communities from the effects of wildland fire.

The RFA program provides funds for RFDs that:

- Protect rural, wildland-urban interface communities,
- Play a substantial cooperative role in the protection of federal lands,
- Are cooperators with the Department of the Interior (DOI) managed lands through cooperative agreements with the DOI or their respective State, and,
- Serve communities with a population of 10,000 or **less**.

Authority

Activities in this program are derived from the FY 2001 Department of the Interior and Related Agencies Appropriations Act, PL 106-291. FY 2001 was the first time the Congress appropriated funds for RFA grants.

Program Account Structure

The funding subactivity code for the RFA program is 9265. Regions and agencies will use their organizational code when obligating funds. The national FWS-NIFC Budget Officer will prepare the funding distribution document to be signed by the Director.

Eligibility Criteria

An RFA/RFD **MUST** meet **ALL** of the requirements below to be considered for DOI RFA grant funding.

- The RFD must be party to an agreement with the State Forester (or equivalent) or Tribe, or a cooperative fire agreement with a DOI bureau (BIA, BLM, NPS, USFWS).
- The RFD must have a Data Universal Numbering System (DUNS) number required for all federal grant applicants. The DUNS number is a unique nine-character identification number available free of charge from Dun & Bradstreet, Inc.
- The RFD serves a community of a population of 10,000 or less, and is in the vicinity of or within the wildland/urban interface.
- A local DOI bureau must be dependent on RFD for response to wildfire incidents.
- Other appropriate local or regional criteria.

- The RFD must demonstrate the capability to meet cost share requirements which may include in-kind services. Cooperator contribution may exceed, but not amount to less than 10 percent of the amount awarded. Examples of in-kind services may include, but are not limited to, facility use incurred by an RFD for hosting training courses; travel and per diem costs incurred by an RFD to attend training courses; and administration costs related to purchasing RFA equipment and supplies. **Funding or in-kind resources may not be derived from other federal funding programs.**
- Allowable funding requests are limited, based on annual Secretarial direction, and may include training, personal protection equipment, and programs that are supported by a larger plan (e.g., CWPP, FMP, Local Response Plan) and equipment.
- Funding priorities for grant awards may shift from year to year.
- Local and regional workgroups must use available systems and networks to ensure funding requests are not duplicated by another federal bureau, agency or Tribe.

Evaluation Criteria

Evaluator(s) must utilize general criteria to rank eligible Rural Fire Departments for funding.

- To ensure consistency and compatibility with existing fire service assistance programs, the DOI bureaus, Tribes and State Foresters (or equivalent) will coordinate to cooperatively establish priority ranking of RFA applicants.
- The workgroup must verify each RFD's level of significance (LOS). Factors to be considered in this assessment include:
 - The RFD's proximity to DOI managed lands and protection role for the Wildland/Urban Interface,
 - DOI reliance on the RFD for expedient initial attack in remote DOI areas of responsibility. RFDs in close vicinity to DOI lands may play a major role in initial attack due to their close vicinity, and have a moderate or high level of significance to the DOI,
 - Other local or regional criteria, disclosed in advance to grant applicants.
- State Foresters (or equivalent) must concur with prioritization of funding requests.
- Favorable consideration should be directed to those RFDs that are in compliance with DOI and State regulations; have promptly expended previous funds awarded; comply with monitoring and reporting requirements in timely fashion; and, have been consistent with honoring cost-share commitments.
- The workgroup should evaluate the RFD's relationship in supporting initiatives, direction plans such as the *10-year Comprehensive Strategy* and its *Implementation Plan*, State fire plans, community wildfire protection plans or equivalent(s), and fire management plans.

Reporting of Annual Program Accomplishments

- The DOI bureaus will utilize the National Fire Plan Operations and Reporting System (NFPORS) to enter and store RFA program data.
- All program requests and awards will be consolidated only from NFPORS data. Each bureau is responsible for entering data into the NFPORS database. OWFC will establish time frames for fiscal year requests and quarterly accomplishments.

RFA Program Monitoring and Accountability

- Grants and agreements will be administered in accordance with applicable sections of CFR 43 12.
- Federal Financial System (FFS) or equivalent financial system may be used for further program obligation review and verification.

RECONCILIATION AND TRACKING OF FIRE ACCOUNTS

Due to tightened Departmental scrutiny, particular attention should be paid to the procedures and limitations applicable to the use of wildland fire appropriations. Regions are responsible for ensuring proper administrative practices are implemented for the efficient reconciliation of funds to achieve fire management objectives.

Any Region exceeding (over-expending) their allocation for a fiscal year will be assessed that amount in the following year. This assessment will come out of the region's share of the over-expended subactivity(s) and will be distributed to other regions based on an NFLT agreed upon formula/process.

Fire Account Review Procedures

The Fire Management Branch and the Regional Offices will monitor fire accounts to ensure that fund targets are being met and that expenditures are for legitimate fire management activities, as defined for the various subactivities in this chapter. Formal fiscal reviews of field stations and Regional Offices will be conducted by the Fire Management Branch in conjunction with the Regional Office. These reviews will occur on a rotating basis with at least one Regional review per year.

Proposed Regional Review Schedule and Status:

Spring 2006	- R7 Alaska Region (completed)
Spring 2007	- R1 Pacific Region (completed)
Fall 2007	- R5 Northeast Region (completed)
Spring 2008	- R6 Mountain-Prairie Region (completed)
Fall 2008	- R8 California-Nevada Region (completed)
Spring 2010	- R2 Southwest Region
Fall 2010	- R4 Southeast Region
Spring 2011	- R3 Great Lakes-Big Rivers Region

APPENDIX A – Approved Contracting BOC List for Fire Accounts

BOC	Description
	CIVILIAN PERSONNEL BENEFITS
1214	Relocation - Relocation Service Contractor
12.0	CIVILIAN PERSONNEL BENEFITS
	FREIGHT
221A	Freight - Equipment
221B	Freight - Other
	TRUCK TRANSPORTATION
222C	Truck Transportation - Rental
	TRANSPORTATION ASSOCIATED WITH RELOCATION
224F	Transportation - Household Goods - GBL
224G	Transportation - Household Goods-Non-GBL
224K	Transportation of Mobile Home
224L	Transportation of POV
22.0	TRANSPORTATION OF THINGS
	RENTAL PAYMENTS TO OTHERS
232A	Space Rental Payments To Others
	COMMUNICATIONS, UTILITIES, AND MISCELLANEOUS CHARGES
233C	Commercial Communications Charges - Local
233D	Commercial Communications Charges - Long Distance
233E	Wireless Communications
233F	Telephone Equip - Leases, Rentals, Repairs and Maint.
233K	Utilities
233L	Equipment Rental
233M	Equipment Rental - Information Technology
233N	Software Rental - Information Technology
233O	Equipment Rental - Data Communications
233P	Equipment Rental - Copiers
233Q	Equipment Rental - Heavy
233T	Commercial Voicemail Communications Services
233U	Commercial Data Communications Services
23.00	RENT, COMMUNICATIONS, AND UTILITIES
	PRINTING & REPRODUCTION
241A	Printing & Reproduction - GPO
241B	Binding - GPO

242A	Print & Reproduction - Commercial
242B	Binding - Commercial
243C	Copy Centers
243D	Graphics Centers
24.0	PRINTING AND REPRODUCTION
	ADVISORY & ASSISTANCE SERVICES
251A	Contracts - Consultants
251B	Contracts - IT
	OTHER SERVICES
252A	Contracts - Architectural & Engineering
252C	Contracts - Development of Data Sets
252D	Contracts - Drilling
252E	Real Property Appraisals, Titles and Fees
252G	Direct State Services Vouchers
252i	Contracts - Indian Self-Determination Services
252J	Contracts - Consultants - Non Advisory
252L	Contracts - Airplanes & Helicopters
252M	Contracts - Mapping
252P	Contracts - Photolab Operations
252Q	Contracts - Aerial Photography
252R	Contracts - Professional Services
252S	Tuition
252T	Training/Conference Registration Fees
252U	Contracts - Studies
252V	Contracts - Training Services
252W	Advertising - Public Printer
252X	Advertising - Commercial
252Z	Other
	OTHER PURCHASES OF GOODS AND SERVICES FROM GOVERNMENT ACCOUNTS
253A	GSA Reimbursable Work Authority - Recurring
253B	GSA Reimbursable Work Authority - Non-Recurring
253C	Rental Agreements for Other Federal Agencies
253G	Reimbursable Agreements - Internal
253H	Reimbursable Agreements - Other Agency
254A	Includes Facilities Contracts
	RESEARCH AND DEVELOPMENT CONTRACTS
255D	Private Sector - R & D
	MEDICAL CARE
256M	Medical and Health Care Services
	OPERATIONS AND MAINTENANCE OF EQUIPMENT

257A	Expenses – Storage
257B	Expenses – Shop
257C	Repairs & Maintenance - IT Equipment & Software
257D	Repairs & Maintenance – Vehicle
257E	Repairs & Maintenance – Other
257F	Service Facility - Research Center
257G	Service Facility - Heavy Equipment
257H	Service Facility – Other
257i	Repairs & Maintenance – Equipment
257J	Per Call Repairs & Maintenance – Equipment
257K	Per Call Repairs & Maintenance - IT Equipment & Software
257L	Maintenance - Voice Communications Equipment
257M	Maintenance - Data Communications Equipment
257P	Storage of Household Goods under PCS
	SUBSISTENCE AND SUPPORT OF PERSONS
258A	Subsistence & Lodging
25.0	OTHER CONTRACTURAL SERVICES
	SUPPLIES AND MATERIALS
261A	Office Supplies & Materials
261B	Student Supplies & Materials
261C	Stores Inventory Acquisition
261F	Supplies – FEDSTRIP
261J	Price Variation On Sale Goods
261M	Motor Vehicles Supplies and Materials
261X	Laboratory Supplies
262A	Books
262F	Periodicals & Subscriptions
262J	Library Materials Not Books
263O	Information Technology Supplies and Materials
264A	Building Supplies
264B	Field Supplies
264J	Recurring Reimbursable GSA Special Work
264K	Non-Recurring Reimbursable GSA Special Work
264S	Seeds
265C	Employee Clothing and Clothing Supplies
265F	Food & Beverage - Human Consumption
265S	Employee Supplies – Safety
269A	Animal Food
269B	Satellite Data
269C	Ink & Chemicals

269D	Acquisition of Data Sets
269F	Fuel - Motor Vehicle, Aircraft, Etc
269G	Fuel - Cooking, Heating, Etc.
26.0	SUPPLIES AND MATERIALS
	CAPITALIZED EQUIPMENT
311A	Capitalized – Equipment
311B	Capitalized - Equipment On Loan
311D	Capitalized - Information Technology Software
311E	Capitalized - Information Technology Equipment
311H	Capitalized - Furniture & Fixtures
311J	Capitalized - Copier/Duplicator
311K	Capitalized - Heavy Machinery
311L	Capitalized - Transportation Equipment (Includes Horses)
311Z	Motor Vehicle Proceeds Expended
	NON-CAPITALIZED EQUIPMENT
312A	Non-Capitalized - Controlled Equipment
312B	Non-Capitalized - Non-Controlled Equipment
312D	Non-Capitalized - Information Technology Software
312E	Non-Capitalized - Information Technology Equipment, Controlled
312F	Non-Capitalized - Information Technology Equipment, Non-controlled
312G	Non-Capitalized - Furniture & Fixtures, Controlled
312H	Non-Capitalized - Furniture & Fixtures, Non-controlled
312J	Non-Capitalized - Copier/Duplicator
312K	Non-Capitalized - Heavy Machinery
312P	Non-Capitalized - Publications, Permanent Collections
312T	Non-Capitalized - Vehicles (Includes Horses)
313L	Capital Lease – Equipment
31.0	EQUIPMENT
	LAND AND STRUCTURES
321A	Capitalized - Land Acquisition
321E	Capitalized - Easements & Rights-Of-Way
322B	Capitalized - Bridges – Constructed
322C	Capitalized - Bridges - Purchased
322D	Capitalized - Dams - Constructed
322E	Capitalized - Dams - Purchased
322R	Capitalized - Roads – Constructed
322S	Capitalized - Roads – Purchased
323A	Capitalized - Land Acquisitions - Administrative Site
323B	Capitalized - Buildings – Constructed

323C	Capitalized - Buildings – Purchased
323H	Capitalized – Improvements
323L	Capital Lease - Buildings and Structures
323Y	Capitalized - Other Structures & Facilities – Constructed
323Z	Capitalized - Other Structures & Facilities – Purchased
324J	Capitalized - Major Machinery & Fixed Equipment
325A	Non-Capitalized - Land Acquisition
325E	Non-Capitalized - Easements & Rights-Of-Way
326B	Non-Capitalized - Bridges – Constructed
326C	Non-Capitalized - Bridges - Purchased
326D	Non-Capitalized - Dams - Constructed
326E	Non-Capitalized - Dams - Purchased
326R	Non-Capitalized - Roads – Constructed
326S	Non-Capitalized - Roads – Purchased
326Z	Non-Capitalized - Other Non-Structure Improvements
327A	Non-Capitalized - Land Acquisitions - Administrative Site
327B	Non-Capitalized - Buildings – Constructed
327C	Non-Capitalized - Buildings – Purchased
327H	Non-Capitalized – Improvements
327Y	Non-Capitalized - Other Structures & Facilities – Constructed
327Z	Non-Capitalized - Other Structures & Facilities – Purchased
328J	Non-Capitalized - Major Machinery & Fixed Equipment
32.0	LANDS AND STRUCTURES
	(NEED CONTRACTS SUBTOTAL HERE).
	GRANTS, SUBSIDIES AND CONTRIBUTIONS
411C	Cooperative Agreements
411G	Grants
412A	Grants Subsidy & Contributions Other
413A	Indian Tribal Government Grant
41.0	GRANTS, SUBSIDIES, AND CONTRIBUTIONS

Incident Business Management

The Interagency Incident Business Management Handbook (IIBMH), NFES 2160, outlines the policies and procedures to be followed for incident business management by all participating agencies of the National Wildfire Coordinating Group (NWCG). Agencies follow the direction set forth in this handbook except where specific agency policies, rules, or regulations direct otherwise. The guidance found in the IIBMH applies to wildland fire incidents, as well as all hazard events.

Managing an incident can be overwhelming to a host unit. Agency administrators may request an Incident Management Team (IMT) to manage the incident if they determine the incident is beyond the capabilities of the local unit. Below are some additional resources available to assist with specific aspects of incident business management.

Incident Business Advisor

An Incident Business Advisor (IBA) serves as a liaison and advisor to the Agency Administrator, Incident Commander and Area Commander, if assigned. The IBA facilitates resolution of business management issues and provides oversight and advice regarding cost management issues. The IBA also facilitates coordination between different support units including Incident Management Teams, Buying Teams, Expanded Dispatch, etc. An IBA is ordered by the incident agency through normal dispatch procedures.

Buying Teams

Buying Teams can be utilized to support an on-going incident with acquisition needs including supplies & materials, emergency equipment rental agreements, land use agreements, and other incident procurement or contracting needs. Often times they are able to support multiple incidents during an assignment. A Buying Team is ordered by the incident agency through normal dispatch procedures.

Administrative Payment Teams

Administrative Payment Teams (APTs) can be utilized to expedite incident payments. They should be used when the length of the incident is of a long duration and the incident agency does not have the resources or mechanism to timely process payments. They are authorized to make payment for supplies, materials, services and equipment rentals. APTs are ordered by the incident agency through normal dispatch procedures.

Large Cost Fire Reviews

The Service was a participating member in the development of the Large Fire Cost Review Guidebook. Posted at <http://www.nwcg.gov/links/lfcr/lfcr.html>

FEMA Assignments – ESF4 Example



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705



July 18, 2008

To: All Field Offices

From: *Adam*
Chief, Fire Management Branch

Subject: Account Codes in Support of Suppression Activities under Federal Emergency Management Agency Emergency Support Function #4 (ESF-4), Firefighting

In prior years the Fish and Wildlife Service has responded to non-fire federally declared emergencies under the National Response Framework, Emergency Support Function #4 (ESF4) – Firefighting. Recently several wildland fires in California have been federally declared and the DOI bureaus have been sub-tasked by the Forest Service to assist in suppression efforts under ESF#4 for each Mission Assignment (MA).

The following standard operating procedures and cost accounting processes should be provided to all staff involved in support of Federal Emergency Management Agency (FEMA) Mission Assignments (MA) for the 2008 wildfire season.

Financial/Administrative Requirements

The Forest Service is the Primary Agency for implementing Emergency Support Function #4 (ESF4), Firefighting. The DOI may provide staffing support to ESF4 at various multi-agency levels to assist in meeting ESF4's mission.

- For each FEMA mission assignment the Forest Service will assign a unique "F" job code.
- This F code can be found on the resource order. Each DOI land management agency will establish a reimbursable account to track respective agency resource costs against this MA. A crosswalk of these agency accounts is attached. Updated versions will also be posted on the main page of the FWS Fire Management intranet fi.fws.gov as additional mission assignments are activated.

FWS Reimbursable Account # for MA# 3287EM-CA-USFS 02 / FS8007:

Home Unit Org Code – 9152 – CA02 – 6A.

Appropriate Reimbursable Expenditures

- ❖ Overtime, travel and per diem for permanent FWS personnel;
- ❖ Base 8 and overtime wages, travel, and per diem of temporary Federal personnel assigned solely to perform services required to assist in the emergency (AD personnel, seasonal employees);

APPENDIX B - General Business Rules



Hazardous fuel assistance to other federal land management agencies (BLM, BIA, NPS, FS)

- Each Region will manage funds for their own assistance costs to other federal land management agencies
- These projects are established to support local (nearest resource) assistance and are not to be used for long distance details
- Assistance to other partners (excluding BIA, BLM, FS and NPS) is not covered under national agreements and is only permissible under an applicable regional, state, or local agreement

AD EMPLOYEES MUST BE HIRED BY THE BENEFITING AGENCY

AD pay *may NOT* be charged to FWS Federal assist accounts.

Hazardous Fuels Reduction Projects (FMIS projects)

FMIS HFR project codes are not "rolled-over" from one fiscal year to the next but deactivated at fiscal yearend (September 30)*. A new HFR project code should be generated by FMIS (even if the work is a continuation of a previous project) for ongoing work.

New Fiscal Year (money) = new FMIS project code

**This rule does not apply to a code retrieved from FireCode for suppression activities.*

Prescribed Fire and Meals

- It is a violation of 5 USC § 5536 to provide meals to permanent personnel other than by approved exceptions. An exception was established under 53 Comptroller General 71, that allowed for food to be furnished to employees at their permanently assigned station when a situation existed that involves imminent danger to human life or the destruction of federal property. Also, such employees must be directed by their supervisor to remain at the site after their normal work hour's schedule. Therefore, expenditure of government funds for meals for firefighters during prescribed fire operations, that have been initiated within set parameters (Rx are administratively controlled events), are not considered emergency conditions or involve imminent danger.
- If a prescribed burn is declared an "escaped fire", guidance can be found in the Interagency Incident Business Management Handbook
- Travel guidance can be found in the Federal Travel Regulations.
- Work/Rest Guidelines for all HFR projects, as found in other DOI guidance, applies.

Firefighter Boots

A maximum \$200 of appropriated fire funds may be provided once every three years for red-carded permanent employees (paid from same fund as employee base pay). If an employee

wishes to purchase a more expensive pair of boots – the difference must come from the employee's personal funds.

FUTA and PFTC Guidelines

For Fish & Wildlife specific guidance for individuals attending the Prescribed Fire Training Center and the Fire Use Training Academy please refer to the PFTC and FUTA Guidelines.

Fire T-shirts (clothing)

FWS Uniform guidelines apply to all programs. During potential high fire season, Nomex pants and the FWS uniform t-shirt is allowed (at the discretion of the line officer), along with other NWCG standard personal protective equipment, to ensure readiness.

Non-uniform t-shirts, ball caps, or other clothing items may not be purchased with government funds.

Use of Administratively Determined (AD) Employees

http://www.fws.gov/fire/downloads/PB_09-08_2009_AD_Pay_Plan.pdf

The use of AD employees must comply with the Interagency Incident Business Management Handbook and the AD Pay Plan.

AD's may NOT be used for mechanical or chemical treatments.

AD term of hire is restricted to no greater than 300 (total) hours per person per **calendar** year, regardless of agency, for DOI prescribed fire projects. The term of hire is restricted to no greater than the period beginning 24 hours prior to planned ignition and extending through 24 hours after the perimeter is secured.

There is no restriction of hours for wildfire suppression activities.

Yearend Payroll Accruals/Closeout

FY 2008 EXAMPLE - THEORY APPLIES TO ANY FISCAL YEAR

Per DFM Production schedule, PP 0819 will be posted on September 18, 2008. This will be the last actual pay period posted for FY 2008.

PP 0819 will be accrued September 18, 2008 at 120% to finish out the fiscal year payroll. This means whatever subactivity and hours were posted PP 08-19 will be accrued at this level.

Here's an example of how you can plan if you have folks out on a fire assignment when the business center processes the accruals/reversals for yearend:

Name	Pay Period	Hours	Account Charged
Tom Jones	0819	40	9263BASE(org code)
	0819	40	9141BZ6G(org code)

THIS WILL BE POSTED ON 9/18/08.

Tom Jones	0820	40	9263BASE(org code)
	0820	40	9141BZ6G(org code)

THIS IS WHAT WILL BE ACCRUED FOR YEAREND.

Tom Jones	0820	80	9263BASE(org code)
-----------	------	----	--------------------

THIS IS WHAT REALLY GOT CHARGED FOR PP 0820.

What does this mean to your finances? It means that the ACCRUAL for PP 0820 will be reversed in October (FY 09) and the actual payroll expenditures will be reflected in FY 09 totals.

What did that do to FY 08? You will have 40 hours worth of time for Tom Jones that will not be charged/accrued to FY 08 and you should plan on expending those funds.

Likewise, your FY 2009 payroll expenditures will be the difference between what was accrued in FY 2008 and FY 2009. This usually isn't a significant difference however, for planning FY 2008 yearend spending, it helps to know what your projected balances are.

Bottom line - if you know what was charged in PP 0819 you will be able to determine your accruals for PP 0820; spend accordingly.

Other Yearend Considerations for Fire

Closing out of fire projects (reconciling fire occurrence system with the financial system). The Finance Center normally asks each region (through their FFS Coordinator) to tell them which project codes we want them to rollover.

Our rule has been that as of September 30th all FMIS projects are done and we ask the finance center to NOT rollover any of those projects.

Why? Because those funds are returned back to the National level for reallocation. Easy explanation is "new money" = "new project" even though we all know that some may be carryover, however, it is a new POW for that year.

It keeps our books cleaner and easier to track funding with accomplishments.

NOTE: This does not apply to project codes retrieved from FireCode for suppression activities. FireCodes remain indefinitely and are tracked by BFY.

APPENDIX C - Project Code Definitions and Use (Preparedness & HFR)

Project Code	Definition	9131	9263	9264	Org Code Charged To:
XXXX FMIS Assigned Code	Fuels projects <ul style="list-style-type: none"> ▪ Planning and Implementation costs of approved 9263 and 9264 projects including: <ul style="list-style-type: none"> ▪ Base 8 of temporary employees hired to support the project ▪ Premium (OT) pay of all employees while supporting the project ▪ Specific project related travel ▪ Project supplies and non-capitalized equipment ▪ Project related aircraft costs ▪ Project related contract (service or equipment) expenses ▪ AD salary restricted to no greater than 300 hours per person per calendar year, regardless of agency, for DOI prescribed fire projects; AD's may NOT be used for mechanical or chemical treatments ▪ AD Training as it relates to prescribed fire operations. ▪ Smoke management costs • Treatment of non-service lands if treatment relates to the Wyden Amendment, and is accomplished under a written agreement with the landowner, and entered into NFPORS 		X	X	Local Unit Org Code
BASE	Base 8 for all hazardous fuel reduction permanent staff and temporary support staff meeting the following criteria: <ul style="list-style-type: none"> ▪ Positions are identified in the approved Staffing Plan ▪ Positions have RFMC concurrence prior to recruitment and hiring 	X	X	X	National, Regional or Local Unit Org Code
PROJ	Hazardous fuel reduction project expenditures which cannot be easily attributed to an individual project.		X	X	National, Regional or Local Unit Org Code
XTFM	Travel & Training for Technical Fire Management Courses	X			National Level Org Code 93252
SMES	Subject Matter Experts, NWCG/NAFRI Course Development and Steering Committee members; travel only, no salary.	X	X	X	National Level Org Code 93252 Charges must be pre-approved by FMB
MENT	Mentoring Program travel & training, no salary	X	X	X	National Level Org Code 93252
OUTR	National Fire Outreach Team member salary and travel; other outreach-related staff time and travel; website development, displays, brochures, other informational materials and items, equipment, supplies and any other costs related to fire outreach.	X	X	X	National, Regional or Local Unit Org Code
PFTC	Students – Premium pay while assisting on hazardous fuels projects during PFTC detail. Field Coordinators – Premium pay and travel during PFTC detail.		X	X	National Level Org Code 93252 Charges must be pre-approved by FMB

AARX PARX DARX FARX	INTERAGENCY ASSISTS BIA Rx Assist NPS Rx Assist BLM Rx Assist FS Rx Assist Appropriate Uses <ul style="list-style-type: none"> ▪ Direct assistance to hazardous fuel projects for one of the agencies above. <ul style="list-style-type: none"> ▪ Every effort should be made to limit to closest resource support only; may not be used for long distance details ▪ Premium pay for all FWS staff ▪ Base 8 pay for seasonal staff Prohibited Uses <ul style="list-style-type: none"> ▪ All other uses including any AD pay 		X	X	Regional or Local Unit Org Code
NGOX	Non-governmental organization RX Assist		X	X	Regional or Local Unit Org Code
__RX	Any State RX Assist (__ is the two letter abbrev of the state you're assisting)		X	X	Regional or Local Unit Org Code

APPENDIX D - Facilities

NOTE: The contents of Appendix D have been purposely removed. Refer to 9132 Subactivity Definitions (above); print documents below as desired.

The following forms/documents may be found at <https://fii.fws.gov/fii/operations/facilities>:

Attachment G (DOI Facilities Deferred Maintenance and Capital Improvements 2011-2015

Example #1 Project Data Sheet 2010-2014

Example #2 Project Data Sheet 2009-2013

APPENDIX E - Severity

Memorandum

To: Fire Management Coordinators, Regions 1-7, California/Nevada Operations Office

From: Chief, Fire Management Branch /s/ *Brian McManus*

Subject: Clarification of Fiscal Year 2007 Fire Severity Procedures

Date: May 3, 2007

The Department has capped the Service's ability to authorize fire severity expenditures at \$3.2M for the fiscal year as opposed to the \$7.8M authorized for 2006 fire severity requests. As a result, FWS fire severity authorization requests will need to be reduced and managed carefully to assure adequate fire severity funding is available for the entire fiscal year (see Attachment 1).

Effective immediately, all long-term severity requests will continue to be managed per direction in the FWS Fire Business Reference Guide, but Regions are expected to closely review fire severity requests and reduce requests as appropriate before forwarding to the Fire Management Branch for approval. The following information must be provided to support each request:

- A completed severity request meeting the requirements in Chapter 10 of the Interagency Standards for Fire and Fire Aviation Operations (2007) and the FWS Fire Business Management Handbook.
- A copy of the Severity request cost estimate utilizing the 2007 FWS severity cost estimate spreadsheet (Attachment 2).
- A completed Regional Severity Review worksheet (Attachment 3).

The Branch will review, modify, and respond to the request within 48 hours and issue a written authorization. In order to optimize the use of the existing cap, the Branch may authorize an amount less than requested with the option for a Region to request additional authorization if needed (see Attachment 4). Every effort will be made to meet field needs within the constraints of the Bureau and Departmental Cap. Please contact Fire Management Branch Deputy Chief John Segar (208-387-5976) if you have any questions.



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

APR 06 2007

Memorandum

To: Director, Bureau of Indian Affairs
Director, Bureau of Land Management
Director, U.S. Fish and Wildlife Service
Director, National Park Service
Director, Bureau of Reclamation

Through: R. Thomas Weimer *R. Thomas Weimer*
Assistant Secretary – Policy, Management and Budget

From: Nina Rose Hatfield *Nina Rose Hatfield*
Deputy Assistant Secretary
Business Management and Wildland Fire

Subject: Wildland Fire Severity Program Oversight

The DOI bureaus use severity funding to increase preparedness capability during extended periods of abnormally high fire potential, or for fire seasons that either start earlier or last longer than specified in fire management plans. The trend since 2000 has been for steady and significant increases in severity expenditures. In FY 2006, DOI severity expenditures reached a new high of \$32 million.

The DOI bureau Fire Directors have agreed that stricter internal controls on severity spending could help control suppression obligations. The bureaus will implement the following controls effective immediately:

1. For Fiscal Year 2007, severity expenditures for the DOI bureaus will be capped at \$32 million. Initial bureau-specific authorizations will be:
 - a. BLM 57.70% \$18,464,000
 - b. BIA 19.80% \$ 6,336,000
 - c. NPS 12.40% \$ 3,968,000
 - d. FWS 10.10% \$ 3,232,000
2. Each bureau may establish specific state or regional authorizations within their bureau, or may choose instead to manage nationally within the authorizations listed above. The BLM has already chosen to establish a separate authorization for national aviation resources within their bureau authorization.

3. Bureau Fire Directors are encouraged to re-negotiate the authorization caps between bureaus listed above as necessary during the course of the fire season. New bureau authorizations must remain within the DOI cap.
4. The Director of the Office of Wildland Fire Coordination (OWFC) and the bureau Fire Directors may jointly recommend increases to the DOI cap based on justification that conditions or fire activity cannot be managed adequately under the existing cap. Any cap increase requested will be subject to approval by the Assistant Secretary – Policy, Management and Budget.
5. Severity requests may cover a maximum of 30 days. Supplemental requests may be submitted if severity conditions persist. Bureaus may impose more restrictive time limits.
6. Support to the Forest Service will be outside the authorization limit.
7. The bureaus and OWFC will evaluate the effectiveness of these internal controls at the end of the fire season to assess the need for additional, or different, controls.

cc: Director, Fire Management, Bureau of Indian Affairs
Assistant Director, Fire and Aviation Management, Bureau of Land Management
Chief, Branch of Fire Management, U.S. Fish and Wildlife Service
Division Chief, Fire and Aviation Management, National Park Service
Director, Fire and Aviation Management, USDA Forest Service

Fill-able form may be found at [Shared Documents](#)

Severity Cost Estimation Worksheet 2009					Enter Station Name and Severity Dates							
Worksheet assumptions: 1) Overtime based 2 hrs extended staffing/day 2) Days off worked at 8 Hours/day 3) Labor estimates are based on Step 5 of Base labor charts 4) All overtime calculated at uncapped rates					Local Per Diem Rate		Estimated Transportation Cost (Airline Ticket)		Only Change Fields Highlighted in Yellow Do Not Change Grey Areas (Requested Resources will transfer to Report Tab)			
Per Diem and Travel				\$100.00	\$500.00							
Ordered Personnel		Resource Quantity	Days Requested	Base Labor Cost	OT Labor Cost	Total Per Diem	Transportation Cost	Cost Per Resource	Unit Cost/Day	Total Cost		
Fire Management Officer	GS-12			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Assistant FMO	GS-11			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Dispatcher/RAWS/NFDRS	GS-9			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Helicopter Manager	GS-9			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
IC Type 3	GS-7			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
DOZB & DOZ Operator	GS-7			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Dispatch	GS-6			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
HECM	GS-5			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
HECM	GS-4			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Firefighter	GS-3			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Firefighter	GS-2			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Sub Total Ordered Personnel		0		\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Local Staffing		Base Hours Pre-Suppression Funded (Yes/No)	Resource Quantity	Days Requested	Base Labor Cost	OT Labor Costs		Cost per Resource	Unit Cost/Day	Total Cost		
Fire Management Officer (GS-12)	Yes			\$0	\$0			\$0	\$0	\$0		
Fire Management Officer (GS-11)	Yes			\$0	\$0			\$0	\$0	\$0		
Assistant FMO (GS-11)	No			\$0	\$0			\$0	\$0	\$0		
Assistant FMO (GS-9)	Yes			\$0	\$0			\$0	\$0	\$0		
WUI Coordinator (GS-11)	No			\$0	\$0			\$0	\$0	\$0		
Prevention Specialist (GS-9)	Yes			\$0	\$0			\$0	\$0	\$0		
Fire Operations Specialist (GS-9)	Yes			\$0	\$0			\$0	\$0	\$0		
Fire Operations Specialist (GS-7)	Yes			\$0	\$0			\$0	\$0	\$0		
Engine Foreman (GS-7)	Yes			\$0	\$0			\$0	\$0	\$0		
Engine Foreman (GS-6)	Yes			\$0	\$0			\$0	\$0	\$0		
Lead Firefighter (GS-5)	Yes			\$0	\$0			\$0	\$0	\$0		
Lead Firefighter (GS-4)	Yes			\$0	\$0			\$0	\$0	\$0		
Firefighter (GS-4)	Yes			\$0	\$0			\$0	\$0	\$0		
Firefighter (GS-3)	Yes			\$0	\$0			\$0	\$0	\$0		
Firefighter (GS-2)	Yes			\$0	\$0			\$0	\$0	\$0		
Sub Total Local Staff Overtime		0		\$0	\$0			\$0	\$0	\$0		
AD Hires(W/Travel)		AD Classification	Resource Quantity	Days Requested	Total Per Diem & Travel	Staffing (10 Hours/day)	Labor Costs		Cost per Resource	Unit Cost/Day	Total Cost	
Firefighter Type 2	C			\$0	0	\$0		\$0	\$0	\$0		
Firefighter Type 1	D			\$0	0	\$0		\$0	\$0	\$0		
Incident Commander Type 5	E			\$0	0	\$0		\$0	\$0	\$0		
Engine Boss	F			\$0	0	\$0		\$0	\$0	\$0		
Single Engine Airtanker Mgr	G			\$0	0	\$0		\$0	\$0	\$0		
Dozer Operator (IA)	H			\$0	0	\$0		\$0	\$0	\$0		
Helibase Manager (4+)	I			\$0	0	\$0		\$0	\$0	\$0		
Air Tactical Group Supervisor	J			\$0	0	\$0		\$0	\$0	\$0		
Fill in AD K Position Needed	K			\$0	0	\$0		\$0	\$0	\$0		
Sub Total AD (W/Travel)		0		\$0		\$0		\$0	\$0	\$0		
AD Hires(No Travel)		AD Classification	Resource Quantity	Days Requested	Total Per Diem	(10 Hours/day)	Labor Costs		Cost per Resource	Unit Cost/Day	Total Cost	
Firefighter Type 2	C			\$0	0	\$0		\$0	\$0	\$0		
Firefighter Type 1	D			\$0	0	\$0		\$0	\$0	\$0		
Support Dispatcher	E			\$0	0	\$0		\$0	\$0	\$0		
Engine Boss	F			\$0	0	\$0		\$0	\$0	\$0		
Single Engine Airtanker Mgr	G			\$0	0	\$0		\$0	\$0	\$0		
Dozer Operator (IA)	H			\$0	0	\$0		\$0	\$0	\$0		
Expanded Dispatch Coordinator	I			\$0	0	\$0		\$0	\$0	\$0		
Division/Group Supervisor	J			\$0	0	\$0		\$0	\$0	\$0		
Fill in AD K Position Needed	K			\$0	0	\$0		\$0	\$0	\$0		
Sub Total AD (No Travel)		0		\$0		\$0		\$0	\$0	\$0		
Engine Module		Resource Quantity	Days Requested	Base Labor Cost	OT Labor Cost	Total Per Diem	Transportation Cost	Cost Per Resource	Unit Cost/Day	Total Cost		
Engine(3 person crew)				\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Engine(4 person crew)				\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Engine(5 person crew)				\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Sub Total Engines		0		\$0	\$0	\$0	\$0	\$0	\$0	\$0		
10 Person IA Crew		Is Travel Required	Number of Crews	Days Requested	Base Labor Cost	OT Labor Cost	Total Per Diem	Transportation Cost	Cost Per Resource	Unit Cost/Day	Total Cost	
10 Person Regular Crew (GS)	Yes			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
10 Person Crew (AD)	Yes			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Sub Total Crews		0		\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Aviation		Daily Guarantee	Resource Quantity	Days Requested	Hourly Flight Rate	Flight Time to Severity Base (Hrs)	Number on Flight Crew	Flight Crew Per Diem	Ferry Cost	Unit Cost/Day	Total Cost	
Single Engine Air Tanker						0	0	\$0	\$0	\$0		
Type 2 Helicopter						0	0	\$0	\$0	\$0		
Reconnaissance Aircraft						0	0	\$0	\$0	\$0		
Lead Plane						0	0	\$0	\$0	\$0		
Sub Total Aviation		0						\$0	\$0	\$0		
Heavy Equipment		Daily lease or F.O.R. each	Resource Quantity	Days Requested						Unit Cost/Day	Total Cost	
Dozer & Transport	\$800									\$0	\$0	
Dozer	\$300									\$0	\$0	
Sub Total Equipment		0								\$0	\$0	
Prevention Team		Is Travel Required	Number of Teams	Days Requested	Base Labor Cost	OT Labor Cost	Total Per Diem	Transportation Cost	Cost Per Resource	Unit Cost/Day	Total Cost	
4 Person Prevention Team (GS)	Yes			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
4 Person Prevention Team (AD)	Yes			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Sub Total Prevention		0		\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Other Costs		Quantity	Cost						Cost Each		Total Cost	
									\$0		\$0	
									\$0		\$0	
									\$0		\$0	
									\$0		\$0	
Sub Total Other Costs											\$0	
							Total Request				\$0	

Fire Severity Regional Review Worksheet		
Unit:	Region:	
Period of Request:	Estimated Total Costs:	
1. Is there a potential for abnormally severe fire behavior or fire occurrence outside of what can normally be expected for the fire season?	Yes	No
2. Did the Unit work with interagency partners, associated zone dispatch centers and/or geographic coordination center (GACC) in preparation of the severity request to ensure cost effective and effective utilization of available resources and sharing of ordered resources?	Yes	No
3. Are the resources requested appropriate given the conditions and anticipated fire occurrence on the unit or approved interagency severity agreement?	Yes	No
4. Are reasonable conditions and trigger points for ending severity funding identified?	Yes	No
5. Is this request cost effective given the historic fire load and suppression cost of the refuge?	Yes	No
The severity request package meets all FWS requirements and provides adequate documentation supporting a "Yes" determination for the 5 review questions above.		

Analysis of Current Severity Authorization to request additional severity funding:

The following form was used to document analysis of the need to request additional severity dollars to support an approved severity request for the _____ NWR.

Region:	Date of Analysis:
Unit	Period of Approved Severity:
Severity Cost Code:	Additional Authorization Requested: Remainder of original request.
Estimated Severity Expenditures to Date (attach breakout by resource):	
<i>Are the severity conditions reported in the original request still valid?</i>	
<ul style="list-style-type: none">▪ <i>Has anything changed?</i>▪ <i>Has the probability of fire occurrence increased?</i>	
<i>Has the unit managed the severity funds effectively?</i>	
<ul style="list-style-type: none">▪ <i>Have resources and expenses been managed to minimize costs while still providing for appropriate protection of FWS resources?</i>	
<i>What would be the impact of not receiving an increased authorization?</i>	
<ul style="list-style-type: none">▪ <i>Which resources would have to be released, and what impact would that have?</i>	

The FireCode system has been modified to include a "**Severity**" indicator in the **Special Requirements** field and must be used when creating a FireCode for an approved severity request.

Create FireCode

Time Now: 6/14/2007 11:32 ET

* Discover Date: January 1 2003

* Discover Time: 00 : 00 ET

Incident Name:

* Host Unit Id: ID - FCF

Host Unit Name: National Interagency Fire Center, Forest Service - Forest Service

* Latitude: : :

* Longitude: : :

Incident Order #: ID - FCF -

Complex: ☐ Yes ☒ No

Special Requirements: ☐ MULTI - JURISDICTIONAL
☐ BILLABLE
☐ REIMBURSABLE
☐ WILDLAND FIRE USE
☐ SEVERITY

Comments:

Cancel Generate FireCode

Severity Assists to Another Agency

If a fire-funded FWS employee assists another agency on a severity request the following charge codes should be used, using the employee's home org code:

Assisting the National Park Service	XXXXXX-9141- FireCode provided by host agency
“ “ Bureau of Indian Affairs	XXXXXX-9141- FireCode provided by host agency
“ “ Bureau of Land Mgmt.	XXXXXX-9141- FireCode provided by host agency
“ “ Forest Service	XXXXXX-9141- D0YY
“ “ State Agency	XXXXXX-9141- FireCode provided by first Federal responder.

NOTE: Refer to USFWS FireCode section of this guide for additional, detailed guidance.

APPENDIX F - NFPORS Business Rules

NOTE: As requested by the NFLT, NFPORS "critical elements" will be defined upon Ecosystem Management Decision-Support System (EMDS) attribute finalization.

- General
 - All FWS NFPORS data will adhere to NFPORS definitions and standards (see <https://www.nfpors.gov/home/library.cfm>).
 - The total prescribed fire acres reported in NFPORS (hazardous fuel and non-NFP modules) should equal the total reported in FMIS.
 - The only exception should be if any wildfire acres were claimed in NFPORS as fuel accomplishments (see below).
 - The total non-fire treatment acres reported in NFPORS hazardous fuel module should equal the total non-fire treatment acres reported in FMIS.
 - Hazardous Fuels Module
 - All activities and treatment compete for funding on a year-to-year basis. The following types of Activities/Treatments qualify for WUI and HF project funding:
 - All proposed 9263 and 9264 projects including treatments, planning, and other activities must be entered into the Hazardous Fuels Module.
 - All proposals must adhere to NFPORS guidelines and standards and must have a reasonable chance of accomplishment in the proposed fiscal year.
 - All proposed project activity(s) and treatment(s) requiring project funding must be entered into NFPORS by April 1 for next fiscal year.
 - Do not lump treatment types. For example, a range of treatments such as thinning, hand piling, and burning should be entered as three separate treatments, not into one treatment ("hand pile and burn").
 - Maintenance of previously treated areas should be entered in NFPORS as new treatments. Refuges are encouraged to utilize maintenance treatments at appropriate cycles to save on costs and keep the fuel hazard reduced.
 - WUI (9264) treatments and activities must report the benefiting community at risk or community of interest and CWPP type.
 - Treatment accomplishments will be reported in NFPORS within 10 days of completion.
 - NFPORS "Actual Completion Date" must be left blank until the activity is fully accomplished on the ground.
 - Report contracted treatment accomplishments as they are completed, and not when the contract is awarded.
 - Acres burned by wildfire may be reported as hazardous fuels accomplishments only when they fall within a project and boundary unit previously entered into NFPORS, and for which work (planning or treatment) has begun prior to the fire. Only the acres within the planned project unit that were burned will be reported as treated acres, and only if the planned resource objectives were met.
 - All treatments for a fiscal year must either be reported as completed or carried over to another fiscal year by October 10. Pre and post treatment FRCC must be reported for completed treatments.
 - Previous fiscal year's treatments and activities must be "closed out" (completed or carried over to another year; refer to the NFPORS documentation for instructions) with all completion data entered in NFPORS by October 10th.
 - Community Assistance Module
 - The status of all RFA requests must be entered and/or updated by October 10th for the previous fiscal year.

- The sum of the “total awarded amount” must match 9265 obligations.
- Community risk assessments and mitigation plans should be reported in the Community Assistance module.
- The following types of community assistance implementation actions completed for a fiscal year should be reported in the Community Assistance Module by October 10th:
 - Community Outreach Events
 - Home Evaluations/Assessments
 - Media and Public Information Events
 - Monitoring
 - Other
 - Signing
 - Training Residents
 - Data Collection, Coordination, and Distribution
- Non-NFP Module
 - Regions must report non-National Fire Plan (NFP) accomplishments that also have fuels reduction benefits in the Non-NFP Module by February 1, July 1, and October 10th.
 - Accomplishments may be reported by state, and do not have to be broken out by unit.
 - Non-NFP accomplishments must meet all of the following criteria:
 - Resulted in a reduction of wildland fire behavior or moved plant composition and structure closer to that which existed under the natural fire regime.
 - Are not funded with 9262, 9263, or 9264 funding.
 - Are not reported in NFPORS hazardous fuels, community assistance, or rehabilitation modules.
 - The following types of refuge or private lands treatments may qualify if they meet the above requirements:
 - Non-fuels forestry and/or silvicultural treatments,
 - Invasive, noxious, and/or exotic vegetation species treatments,
 - Wildlife management treatments,
 - Non-fuels prescribed fire treatment,
 - Water level and moist soil management practices,
 - Mowing, haying, and/or other vegetation removal treatments, and
 - Planting or seeding of desired vegetation.
- Restoration and Rehabilitation Module

Activity Based Cost Accounting (ABC)

- Please code to the work done -- do not “code to budget.” ABC codes are intentionally cross-functional and cross-program and are not the same as the budget. Your costs will be charged against the appropriate budget account regardless of what ABC code you use.
- Please code to the work undertaken, not the ultimate outcome of your work.
 - For example: If you perform office support, code 9X: Provide Office Support, even if you support a field office conducting resource work.
 - For example: If you restore wetlands, code to V2: Restore Wetlands, even if that restoration may support migratory birds.
 - Supervisors: Except for employee evaluation and counseling, most supervision should be coded to the actual work activity being supervised.

The ABC Codes listed below are the default ABC activity codes specifically formulated for the FWS Fire Program, however, there may be times when other ABC codes are more appropriate to use. Please find specific guidance and assistance at <http://www.fws.gov/planning/abc/>.

FWS FY10 Activities and Definitions

Process 2: Protect and Manage Habitats

Manage Fire Operations

2A: Prepare for Wildland Fires
2B: Prepare Fire Management Plans
2C: Reduce Hazardous Fuels - Prescribed Fire (Non-WUI)
2D: Reduce Hazardous Fuels - Mechanical (Non-WUI)
2E: Reduce Hazardous Fuels - Other Methods (Non-WUI)
2F: Reduce Hazardous Fuels – Prescribed Fire (WUI)
2G: Reduce Hazardous Fuels - Mechanical (WUI)
2H: Reduce Hazardous Fuels - Other Methods (WUI)
2J: Suppress Wildland Fires (Non-WUI)
2K: Suppress Wildland Fires (WUI)
2L: Stabilize Burned Areas
2M: Rehabilitate Lands Damaged by Wildland Fire
2N: Monitor and Evaluate Fuels Reduction and Post-Fire Rehabilitation

Manage and Preserve Cultural Resources and Museum Items

3A: Manage and Protect Cultural and Heritage Resources
3B: Manage and Protect Museum Items

Process 3: Serve People

Provide Security and Crime Prevention for Off-Service Lands

6A: Provide Emergency Response and Public Safety Operations
6B: Conduct Security Activities

Process 4: Administer Grants

7A: Administer Endangered Species Act Grants
7B: Administer Federal Assistance Grants
7C: Administer Migratory Bird Grants
7D: Administer Multinational Species Conservation Fund Grants
7E: Administer Other Domestic and International Grants and Co-operative Agreements
7F: Monitor Grant Programs and Projects
7G: Monitor Grant Fiscal Processes
7H: Protect License Fees

Process 6: Provide Management and Administrative Functions

Provide Management and Policy Oversight

- 9A: Provide Directorate Leadership and Oversight
- 9B: Conduct Policies and Directives Management

Manage Human Capital

- 9C: Administer Pay and Benefits
- 9D: Administer Employee and Labor Relations
- 9E: Administer External Civil Rights
- 9F: Administer Internal Civil Rights
- 9G: Administer Recruitment, Staffing and Ensure Diversity
- 9H: Conduct Workforce Planning
- 9J: Evaluate and Counsel Personnel
- 9K: Manage Professional Responsibility (Internal Affairs)

Manage Budget, Finance and Performance

- 9Q: Develop and Allocate Budgets
- 9R: Perform Financial Management Operations
- 9S: Conduct Strategic Planning and Performance Management
- 9T: Collect and Analyze Activity Based Costing Information
- 9U: Conduct Competitive Sourcing Initiatives

Provide Other Support

- 9V: Administer Occupational Safety and Health
- 9W: Manage Purchases, Contracts and Acquisitions
- 9X: Provide Office Support
- 9Y: Manage Records, Files, Mailrooms and Libraries/Info. Services
- 9Z: Process Information Quality, FOIA, Privacy Act and Liability Requests/Claims

Manage and Attend Training

- 92: Develop and Deliver Training
- 93: Attend Training

AD Pay Plan

NOTE: The AD Pay Plan has purposely been removed. Print document (as desired) at
http://www.fws.gov/fire/downloads/PB_09-08_2009_AD_Pay_Plan.pdf

Fire Account Salary Guide

Fire Account Salary Guide

Revised 09.08.08

Host station is the fire management district funded for the burn project

Employee's Base Salary Funding Source: 9131 (Preparedness)		Charge Code to Use:			Default ABC Code
	Org Code	Subact.	Project Code		
Base 8	Your station	9131	BASE		2A
Travel	Your station	9131	BASE		2A
Wildfire Suppression:					
Base 8	Your station	9131	FireCode		2K or 2J
Overtime (Premium Pay)	Your station	9141	FireCode		2K or 2J
Travel	Your station	9141	FireCode		2K or 2J
Training - salary/travel	Your station	9131	BASE		92 or 93
FWS Severity and Emergency Preparedness(PER_):					
Base 8	Your station	9131	FireCode/PER_		2A
Overtime (Premium Pay)	Host Station	9141	FireCode/PER_		2A
Travel	Host Station	9141	FireCode/PER_		2A
FWS Project Implementation (WUI/Non-WUI):					
Base 8	Your station	9131	FMS project code		See Section C
Overtime (Premium Pay)	Host station	9263/9264	FMS project code		See Section C
Travel	Host station	9263/9264	FMS project code		See Section C
Interagency Prescribed Fire Assistance:					
Base 8	Your station	9131	See Section A		See Section C
Overtime (Premium Pay)	Your Station or RO	9263/9264	See Section A		See Section C
Travel	Your Station or RO	9263/9264	See Section A		See Section C

Employee's Base Salary Funding Source: 9263/9264 (Fuels)		Charge Code to Use:			Default ABC Code
	Org Code	Subact.	Project Code		
Base 8**	Your station	9263/9264	BASE		See Section C
**Must have at least 80% of time spent working on planning, preparing and implementing prescribed fires or other hazard reduction/WUI projects.					
Travel	Your station	9263/9264	BASE		See Section C
Wildfire Suppression:					
Base 8	Your station	9141	FireCode		2K or 2J
Overtime (Premium Pay)	Your station	9141	FireCode		2K or 2J
Travel	Your station	9141	FireCode		2K or 2J
FWS Severity and Emergency Preparedness(PER_):					
Base 8	Host Station	9141	FireCode/PER_		2A
Overtime (Premium Pay)	Host Station	9141	FireCode/PER_		2A
Travel	Host Station	9141	FireCode/PER_		2A
FWS Project Implementation (WUI/Non-WUI):					
Base 8	Your station	9263/9264	BASE		See Section C
Overtime (Premium Pay)	Host station	9263/9264	FMS project code		See Section C
Travel	Host station	9263/9264	FMS project code		See Section C
Temporary 9263/9264 Employee's Salary	Host station	9263/9264	FMS project code		See Section C
Interagency Prescribed Fire Assistance:					
Base 8 - for project funded personnel (seasonals & career seasonals outside their planned budget days)					
Overtime (Premium Pay)	Your Station or RO	9263/9264	See Section A		See Section C
Travel	Your Station or RO	9263/9264	See Section A		See Section C

Fire Account Salary Guide

Revised 09.08.08

Charge Code to Use:					
Employee's Base Salary Funding Source:			Project	Default	
126_ (or any other non-Fire funding source)		Org Code	Subact.	ABC Code	
Wildfire Suppression:					
Base 8	Your station	9141	FireCode	2K or 2J	
Overtime (Premium Pay)	Your station	9141	FireCode	2K or 2J	
Travel	Your station	9141	FireCode	2K or 2J	
FWS Severity and Emergency Preparedness(PER_):					
Base 8	Host Station	9141	FireCode/PER_	2A	
Overtime (Premium Pay)	Host Station	9141	FireCode/PER_	2A	
Travel	Host Station	9141	FireCode/PER_	2A	
FWS Project Implementation (WUI/Non-WUI):					
Base 8	Your station	126_	FWS project code	See Section C	
Overtime (Premium Pay)	Host station	9263/9264	FWS project code	See Section C	
Travel	Host station	9263/9264	FWS project code	See Section C	
Interagency Prescribed Fire Assistance:					
Base 8	Your Station or RO	126_	See Section A	See Section C	
Overtime (Premium Pay)	Your Station or RO	9263/9264	See Section A	See Section C	
Travel	Your Station or RO	9263/9264	See Section A	See Section C	
Charge Code to Use:					
Employee's Base Salary Funding Source:			Project	Default	
Co-Funded 9131 and 9263		Org Code	Subact.	ABC Code	
Wildfire Suppression:					
Base 8 - (If the majority of base is paid from 9263/9264	Your station	9141	FireCode	2K or 2J	
Base 8 - (If the majority of base is paid from 9131)	Your station	9131	FireCode	2K or 2J	
Overtime (Premium Pay)	Your station	9141	FireCode	2K or 2J	
Travel	Your station	9141	FireCode	2K or 2J	
Interagency Prescribed Fire Assistance:					
Base 8 - for project funded personnel (seasonals & career seasonals outside their planned budget days)	Your Station or RO	9263/9264	See Section A	See Section C	
Overtime (Premium Pay)	Your Station or RO	9263/9264	See Section A	See Section C	
Travel	Your Station or RO	9263/9264	See Section A	See Section C	
Charge Code to Use:					
A/DEFF		Org Code	Subact.	Project	Default
9141/9142/9263/9264				Code	ABC Code
All Salary - Suppression/Severity		Host station	9141	FireCode	See Section C
All Hazard - Reimbursable subactivity		Host station	9152	As assigned	
All Salary - Prescribed fire - NTE 300 hrs per calendar year (mechanical or chemical treatments prohibited)		Host station	9263/9264	FWS Project Code	See Section C
Training - NTE 80 total hrs per calendar year		Host station	9141	AZA1	93
Instructor - NTE 120 total hours per calendar year		Host station	9141	AZA1	92
Travel - Suppression/Severity		Host station	9141	FireCode	See Section C
Travel		Host station	9263/9264	AZA1	See Section C

Fire Account Salary Guide

Revised 08.08.08

FOR DETAILS ON OTHER APPROPRIATE EXPENDITURES - PLEASE REFER TO THE
FIRE BUSINESS REFERENCE GUIDE AND THE COMPLETE LIST OF ABC CODES/DEFINITIONS.

SECTION A	
*Interagency Prescribed Fire Assistance	
National Park Service =	PARX
Bureau of Indian Affairs =	AARX
Bureau of Land Mgmt. =	DARX
Forest Service =	PARX
State Agency =	__RX Use the two letter state abbrev i.e., Idaho = ID
Non-Government (NGO) =	NGOX
SECTION B	
Used if a fire-funded employee assists another agency on severity	
*Interagency Severity Assistance	
National Park Service =	FireCode provided by host agency
Bureau of Indian Affairs =	FireCode provided by host agency
Forest Service =	D0YY
Bureau of Land Mgmt. =	FireCode provided by host agency
State Agency =	FireCode provided by first Federal responder
SECTION C	
	ABC Code
The following definitions are to be used with the 9263 subact:	
Non-WUI - Reduce Hazardous Fuels Using Prescribed Fire	2C
Non-WUI - Reduce Hazardous Fuels Using Mechanical Treatments	2D
Non-WUI - Reduce Hazardous Fuels Using Other Methods, i.e., Chemical or Biological Agents	2E
The following definitions are to be used with the 9264 subact:	
WUI - Reduce Fuels Using Prescribed Fire	2F
WUI - Reduce Fuels Using Mechanical Treatments	2G
WUI - Reduce Hazardous Fuels Using Other Methods, i.e., Chemical or Biological Agents	2H
The following definitions are typically used with the 9141 subact:	
Severity Requests and Assists	2A
Stabilize Burned Areas - Subactivity 9142	2L
Suppress Wildland Fires (In WUI)	2K
Suppress Wildland Fires (Outside WUI)	2J
The following definitions are used as appropriate between all subactivities:	
Attend Training	93
Develop and Deliver Training	92
Provide Emergency Response and Public Safety Operations	6A
Monitor and Evaluate Fuels Reduction and Post-Fire Rehabilitation	2N



U.S. Fish and Wildlife Service (FWS)

FireCode System

Business Management Direction

The FireCode system has been established in response to Congressional direction to standardize fire incident financial coding across all Federal National Fire Plan agencies. A work group of fire operations and budget and finance representatives from the Forest Service and the four Interior firefighting bureaus (BLM, FWS, BIA, NPS), chaired by the Office of Wildland Fire Coordination have developed this process/system. The system has been developed to work in each bureau's financial system to produce reports promptly when requested.

The following procedures are to be used when assigning an account number for a wildland fire incident (suppression), an approved severity request, or emergency stabilization when establishing an account number into the Federal Financial System (FFS).

Current guidance found in the FWS Fire Management Handbook for step-up or severity request authorizations and assists will continue to be followed.

Suppression Efforts/Incidents:

IMPORTANT NOTE: All incidents in which we are required to track in FMIS, i.e., false alarms, typically charged to the suppression account 9141, will require a FireCode generated project code. FMIS will require you to insert your FireCode for all these incidents. (FMIS example screen below)

You must select a Fire Sub Type for this Fire Type.

Fire Sub Type: Fires Suppressed on FWS Lands by FWS

- False Alarm
- Fires Suppressed on Other Lands by an Agreement
- Natural Out
- Support Action
- Fires Suppressed on FWS Lands by FWS
- Fires on FWS Lands Suppressed by Another Agency
- Fires Suppressed That Threaten FWS Lands

Project Work:

All other fuels project codes will continue to be generated by FMIS, i.e., Rx WUI and non-WUI.

FireCode Access and Use

Prior to use of the system, individuals will request access to FireCode on-line. A consideration for access to FireCode should be those individuals who would normally access a project/account code for an incident, i.e., those individuals who have access to FMIS.

The requests will be approved by a designated agency Administrator. Contact your local regional Fire Management Branch office for a list of those individuals.

Wildfires on FWS-owned Land

1. FWS personnel would be the primary initial attack agency (host).
2. FWS representative, i.e., Fire Program Tech, FMO, AFMO, etc. will log into the FireCode system and enter the required information.

The screenshot displays the FireCode system interface. The main window is titled 'Create FireCode' and contains the following fields and options:

- Time Now:** 9/29/2003 13:45
- * Discover Date:** September 29 2003
- * Discover Time:** 13 : 44 MT
- Incident Name:** BIG BURN
- * Host Unit Id:** NM - BDR
- Host Unit Name:** Bosque del Apache NWR - Fish & Wildlife Service
- * Latitude:** 33 : 45 :
- * Longitude:** 106 : 53 :
- Incident Order #:** NM - BDR -
- Complex:** ☐ Yes ☒ No
- Other:** ☐ MULTI - JURISDICTIONAL ☐ REIMBURSABLE / BILLABLE

On the right side, there is a sidebar with the following sections:

- Additional Tasks:** [View Reports](#), [User Administration](#)
- My Information:**
 - Name:** KATHY WINSHIP
 - Agency:** Fish & Wildlife Service
 - Geographic Area:** Southwest
 - Unit:** Region 2 Regional Office
 - Role:** NATIONAL ADMINISTRATOR
 - Time Zone:** MT
 - [Edit My Information](#) | [Change Password](#)

A large diagonal watermark reading 'FIRECODE TRAINING' is visible across the bottom right portion of the interface.

3. A four character alpha-numeric code will be system generated.

Address <http://training.firecode.gov/create.cfm?action=confirm> Go Links [Customize Links](#) [Free Hotmail](#)

FIRECODE TRAINING

Welcome
KATHY
WINSHIP
[Help](#) [Logout](#)

FireCode Created A new incident has been created with the FireCode ACS0 Edit information for BIG BURN	ACS0 Information Print Information FireCode: ACS0 Discover Date: 9/29/2003 Discover Time: 13:44 MT Incident Name: BIG BURN Host Unit Id: NM - BDR Host Unit Name: Bosque del Apache NWR - Fish & Wildlife Service
---	--

Create FireCode

Search for FireCodes
FireCode:
[Advanced Search](#)

Internet

FireCode Training System - Microsoft Internet Explorer

FIRECODE TRAINING

ACS0 Information

FireCode:	ACS0
Discover Date:	9/29/2003
Discover Time:	13:44 MT
Incident Name:	BIG BURN
Host Unit Id:	NM - BDR
Host Full Name:	Bosque del Apache NWR - Fish & Wildlife Service
Latitude:	33:45
Longitude:	106:53
Incident Order #:	NM - BDR -
Complex:	No
Other:	None
Comments:	

[Print Information](#) [Close](#)

4. The four character code must be manually input into the Fire Management Information System (FMIS).

You must enter a Fire Code for this Fire Type.
 (Fire Code must be alpha numeric, and four characters in length. The letter "o" is not allowed.)

Fire Code:

USFWS - FMIS

Add New FMIS Report

- Required fields are marked by **pink, bold, Arial** text.
- Choosing a refuge by name will automatically fill in the org code.
- Choosing by org code will automatically fill in the name.

Fire Type:

Refuge:

Org Code:

Unit Identifier:

Fire Name:

Discovery Date:

ABC Activity Code:

5. The FMIS will prompt you to activate this code into the Federal Financial System.
 Answer **Yes**.

Accounting Code Options

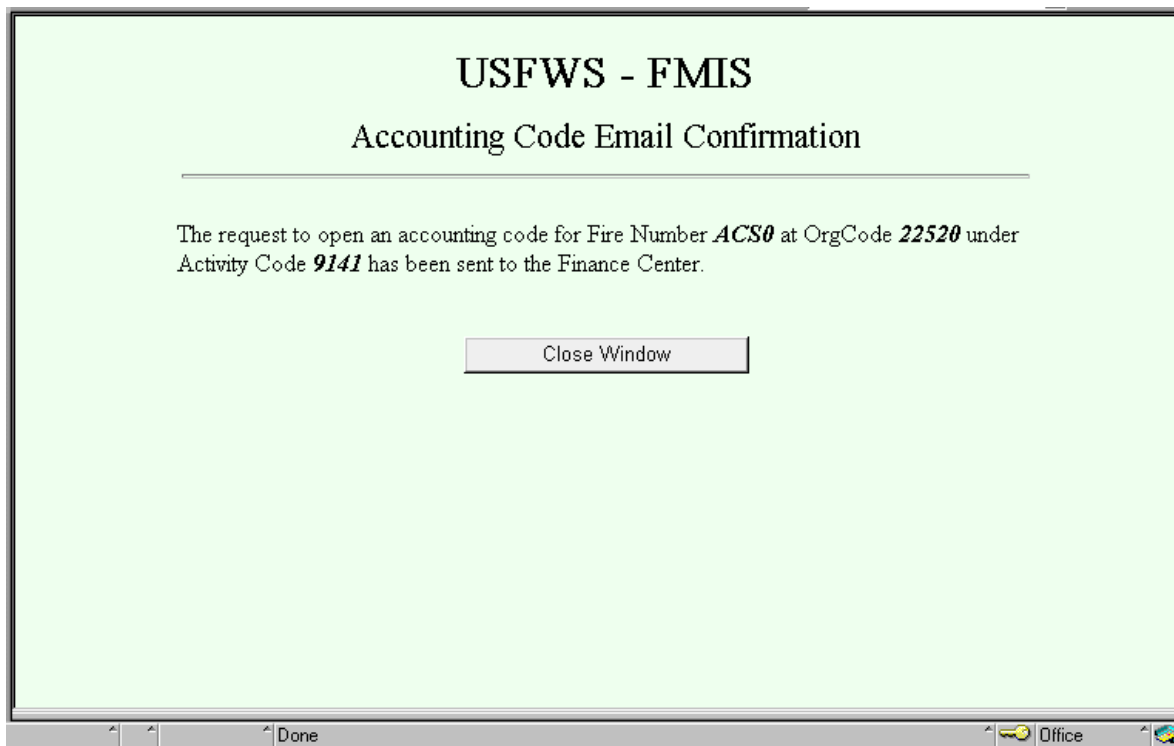
Do you want to request an accounting code from the finance center with the current OrgCode?

OR

Do you want to request an accounting code from the finance center using another OrgCode?

Done

6. Use the organization (**station**) code of the wildfire location.



All information regarding the fire should be updated/maintained as normal within FMIS.

7. FWS personnel will provide the FireCode to the local zone dispatcher.

If your refuge/station normally receives codes from an Interagency dispatch center – this will not change. The dispatch center will provide the FireCode to you based on the host unit ID provided.

If after hours on FWS-owned Land

1. FWS will contact local zone dispatch.
2. The local zone dispatch will issue a FireCode and provide the system generated code based on Unit ID – Resource Unit Identifier of the FWS station.
3. FWS representative will manually input the FireCode into FMIS and activate charge code in Federal Financial System by next business day.

FWS Assisting another Federal Agency

1. The host agency will provide the FireCode to all interagency resources. This code will also be part of the resource order initiated through ROSS.
2. The code will be activated in the Federal Financial System through FMIS at the local station level.

FWS Assisting a State Agency

1. If FWS resources are responding to a State agency fire, a FireCode will be established for each fire ONLY if a FireCode has not already been created/generated by another Federal agency.
2. If a FireCode has been established by another Federal agency that is the code that will be used by all Fed's for support.
3. If a resource order has been created, the FireCode should be identified in the "financial code" block of the resource order form.
4. If FWS is the first, or only, Federal agency responding, then the FireCode will be generated by that local FWS office using the State agency's Host Unit ID.

FWS Severity Requests

Severity procedures remain the same as directed in the FWS Fire Management Handbook.

1. Obtain a project code from FireCode indicating **severity** in the special requirements field.

2. A four character alpha-numeric code will be system generated.
3. The four character code must be manually input into the Fire Management Information System (FMIS).

REQUEST FOR SEVERITY FUNDING REPORT Status: INCOMPLETE
Org Code: 22520 CY: 2008 FY: 2008
Refuge: BOSQUE DEL APACHE NWR
Name: BIG BURN Fire Number: ABC1

** The fire number for this new fire is ABC1 **

Change Org Code: Severity Name:

Start Date: Stop Date: Open Accting Code?

Fin. Mgmt Code: Actual Cost: As of:

Entered By: Title: Date:

Approved By: Title: Date:

Narrative:

4. The FMIS will prompt you to activate this code into the Federal Financial System.
 Answer **Yes**.

Accounting Code Options

Do you want to request an accounting code from the finance center with the current OrgCode?

OR

Do you want to request an accounting code from the finance center using another OrgCode?

All other information and screens will be populated as normal following all current FWS guidelines.

Severity Assists to Another Agency

If a fire-funded FWS employee assists another agency on a severity request the following charge codes should be used, using the employee's home org code:

Assisting the National Park Service	XXXXXX-9141- FireCode provided by host agency
“ “ Bureau of Indian Affairs	XXXXXX-9141- FireCode provided by host agency
“ “ Bureau of Land Mgmt.	XXXXXX-9141- FireCode provided by host agency
“ “ Forest Service	XXXXXX-9141- D0YY
“ “ State Agency	XXXXXX-9141- FireCode provided by first Federal responder

Assists to other Federal Agencies on Rx Fuels Projects

When fire-funded employees assist another agency on prescribed burns the following charge codes should be used, using the employee's home org code:

Assisting the National Park Service	XXXXXX-9263-PARX
“ “ Bureau of Indian Affairs	XXXXXX-9263-AARX
“ “ Bureau of Land Mgmt	XXXXXX-9263-DARX
“ “ Forest Service	XXXXXX-9263-FARX
“ “ State Agency	XXXXXX-9263- * *RX

***Will be the two letter identifier of the state you are assisting, i.e., Arizona-AZ, Georgia-GA, Colorado-CO, etc.**

Wyden Amendment – Briefing Statement

U.S. FISH AND WILDLIFE SERVICE

States: Many

REGION/OFFICE: Region 9/Fire Management Branch, Division of Natural Resources, National Wildlife Refuge System

TITLE: Use of the Emergency Operations and Burned Area Rehabilitation Funds for Private Land Post-Wildland Fire Recovery.

PROJECT/ISSUE: Post-Wildland Fire Recovery on Private Lands

BACKGROUND: Wildfire suppression and emergency stabilization are funded with the Emergency Operations fund and unlike other Wildland Fire Management funds (i.e., Burned Area Rehabilitation) are subject to the Secretary's emergency budget transfer authority. The General Accountability Office, Office of Management and Budget, National Association of Professional Administrators ([Wildfire Suppression: Strategies for Containing Costs](#)) and USDA Forest Service ([Large Fire Cost Reduction Action Plan](#)) have all reported accelerated Emergency Operations fund expenditures in recent years and recommended reductions. The Wildland Fire Leadership Council (WFLC) commissioned a Cost Action Team to implement the cost containment recommendations to at least slow if not reduce Emergency Operations fund expenditures.

The Wyden Amendment (16 USC Chapter 18, 1011 as amended) (see Attachment 1) provides authority for Department of the Interior (DOI) bureaus to use Wildland Fire Management appropriations *for the purpose of entering into cooperative agreements with the heads of other Federal agencies, tribal, State, and local governments, private and nonprofit entities, and landowners for the protection, restoration, and enhancement of fish and wildlife habitat and other resources on public or private land and the reduction of risk from natural disaster where public safety is threatened that benefit these resources on public lands within the watershed.* Initially the Wyden Amendment allowed the Secretary to use fixed appropriations where bureau managers had to choose between projects on bureau lands or private lands. The inclusion of the Wildland Fire Management appropriations in 2005, specifically the Emergency Operations fund with the Secretary's emergency budget transfer authority, offers bureau managers the ability to expend "unlimited" funds on private land without having to forgo any direct management opportunities on their lands (i.e., no opportunity cost to constrain spending).

CURRENT STATUS: To date, Department of the Interior post-wildfire recover Wyden Amendment actions have been used sparingly by the BLM, and predominantly on private lands contiguous to BLM lands to facilitate post-wildland fire recovery on BLM lands (e.g., treating in-holdings surrounded by BLM lands, reduce protective fencing need by cutting across private lands, etc.). The Fish and Wildlife Service is planning to enter into a cooperative agreement for post-wildfire invasive species control and Southwest Willow Flycatcher Critical Habitat restoration and enhancement on private lands adjacent to Bosque del Apache NWR in New Mexico. In addition, the Fish and Wildlife Service's Arizona Ecological Service's office is exploring other post-wildfire endangered species habitat enhancement opportunities (Attachment 3).

The Department has also acknowledged the conflict between Emergency Operations cost containment and enhanced private lands watershed restoration and enhancement opportunities. The Department is requesting a solicitor's opinion concerning whether Congress actually intended to significantly increase Emergency Operations funds expenditures and other legal issues. Since the Wyden Amendment only stipulates that the Secretary **may** use Wildland Fire Management appropriations, the Department is determining whether there should be any additional restrictions on private land use above those required on Department lands. The Department has provided no Wyden Amendment specific guidance to the bureaus.

Taking advantage of the Wyden Amendment will allow the Service to accomplish all the allowable activities (see Attachment 2) on private lands that are currently available on Service lands such as:

- Seeding or planting to prevent permanent impairment of designated Critical Habitat.
- Seeding to prevent establishment of invasive plants.
- Using integrated pest management techniques to minimize the establishment of non-native invasive species within the burned area.
- Repairing or improving lands unlikely to recover naturally from wildland fire damage by emulating historical or pre-fire ecosystem structure, function, diversity, and dynamics consistent with existing land management plans.

However, using the Emergency Operations and Burned Area Rehabilitation funds on private lands may:

- Significantly increase Emergency Operations spending, undermine the WFLC cost containment strategy, and preclude OMB and GAO cost containment objective achievement.
- Force the Secretary to implement the emergency budget transfer authority and divert Service operating and maintenance funds to wildfire suppression and emergency stabilization activities. It should be noted that when appropriations for emergency suppression operations are exhausted and the emergency transfer authority is used, funds are normally transferred from bureau facilities and land acquisition budgets first. Typically if these funds are restored, the restoration occurs at only 80% of the original amount. Utilization of emergency funding to stabilize private lands can ultimately result in loss of funding for Service facilities and land acquisition.
- Proportionally divert Burned Area Rehabilitation (BAR) funds from Department lands to private lands. Unlike emergency stabilization appropriations, emergency rehabilitation funding is base funding directly appropriated to bureaus and very limited in quantity. Currently the Service receives approximately 4.5 million dollars of BAR funding annually. Based upon the ongoing 2008 budget formation process, the Service's share of BAR funding in 2008 may decrease to 2.5 million. Utilization of BAR funding used on private lands will directly reduce funding available to the Service to use on FWS lands.

POSITION OF INTERESTED PARTIES: The BLM, NPS, and BIA are interested in resolving this issue. Since post-wildland fire recovery funds are shared by the bureaus, all bureaus believe a unified approach is most appropriate.

FIRE MANAGEMENT BRANCH RECOMMENDATIONS: As part of the Department's Emergency Operations fund cost containment strategy, Service private land emergency stabilization should:

- Fully utilize and involve the National Resource's Conservation Service's [Emergency Watershed Protection](#) program and
- Be limited to activities involving risks to human life and property (e.g., 620 DM 3.7.M Allowable Actions 2-5).

Burned Area Rehabilitation actions should be allowed on private lands similar to Service lands and subject to the same interagency prioritization criteria. Service managers should understand that any funding used to assist private landowners reduces funding for other Service or Department rehabilitation purposes. FWS should develop prioritization criteria and funding authorization policy and protocols to enable efficient management of this process. BAR requests are submitted throughout the year as wildfires occur. Without sufficient procedures in place, there is a very real chance that low priority projects on private lands could be funded early in the year, exhausting funds that might better be used to fund high priority projects on Service lands that come along later in the fiscal year.

Appendix 4 contains draft Fish and Wildlife Watershed Emergency Stabilization and Burned Area Rehabilitation (Wyden) Agreement guidelines. Service private lands post-wildfire recovery assistance must

involve the Service's Partners for Fish and Wildlife Program and utilize all applicable Partners' private landowner assistance procedures and resources.

Because these funds are shared by all Department of the Interior bureaus, the Service urges the Department to be proactive and coordinate a prompt resolution and provide uniform bureau guidance. Until either Departmental guidance is established or another Department of the Interior bureau begins funding Departmental emergency stabilization allowable actions in private land cooperative agreements, the Service should follow the guidelines in Appendix 4.

CONTACT: Brian McManus, Chief, Fire Management Branch, (208) 387-5583.

Attachment 1. **TEXT OF WYDEN AMENDMENT**

[The following is the current language of the Wyden Amendment (16 U.S.C. Chapter 18, section 1011 (a)), as modified by Section 136 of P.L. 105-277.

Sec. 1011. Watershed restoration and enhancement agreements

(a) In general

For fiscal year 1997 and each fiscal year thereafter, appropriations made for the Bureau of Land Management including appropriations for the Wildland Fire Management account allocated to the National Park Service, Fish and Wildlife Service, and Bureau of Indian Affairs may be used by the Secretary of the Interior for the purpose of entering into cooperative agreements with the heads of other Federal agencies, tribal, State, and local governments, private and nonprofit entities, and landowners for the protection, restoration, and enhancement of fish and wildlife habitat and other resources on public or private land and the reduction of risk from natural disaster where public safety is threatened that benefit these resources on public lands within the watershed.

(b) Direct and indirect watershed agreements

The Secretary of the Interior may enter into a watershed restoration and enhancement agreement –

- (1) directly with a willing private landowner; or
- (2) indirectly through an agreement with a state, local, or tribal government or other public entity, educational institution, or private nonprofit organization.

(c) Terms and conditions

In order for the Secretary to enter into a watershed restoration and enhancement agreement –

- (1) the agreement shall –
 - (A) include such terms and conditions mutually agreed to by the Secretary and the landowner;
 - (B) improve the viability of and otherwise benefit the fish, wildlife, and other biotic resources on public land in the watershed;
 - (C) authorize the provision of technical assistance by the Secretary in the planning of management activities that will further the purpose of the agreement;
 - (D) provide for the sharing of the costs of implementing the agreement among the Federal Government, the landowner, and other entities, as mutually agreed on by the affected interests; and
 - (E) ensure that any expenditure by the Secretary pursuant to the agreement is determined by the Secretary to be in the public interest; and
- (2) the Secretary may require such other terms and conditions as are necessary to protect the public investment on private lands, provided such terms and conditions are mutually agreed to by the Secretary and the landowner.

Attachment 2. Departmental Manual Part 620: Wildland Fire Management, Chapter 3: Burned Area Emergency Stabilization and Rehabilitation

7.M. Allowable Actions. An emergency stabilization project is a planned event following an unplanned wildland fire. The unpredictability of wildland fires and subsequent emergency stabilization projects require funding on short notice. Allowable actions are limited to the following items:

- (1) Replacing or repairing minor facilities essential to public health and safety when no other protection options are available.
- (2) Placing structures to slow soil and water movement.
- (3) Stabilize soil to prevent loss or degradation of productivity.
- (4) Increasing road drainage frequency and/or capacity to handle additional post-fire runoff.
- (5) Installing protective fences or barriers to protect treated or recovering areas.
- (6) Conducting assessments of critical habitat and significant heritage sites in those areas affected by emergency stabilization treatments.
- (7) Seeding or planting to prevent permanent impairment of designated Critical Habitat for Federal and State listed, proposed or candidate threatened and endangered species.
- (8) Stabilizing critical heritage resources.
- (9) Patrolling, camouflaging, burying significant heritage sites to prevent looting.
- (10) Seeding to prevent establishment of invasive plants, and direct treatment of invasive plants. Such actions will be specified in the emergency stabilization plan only when immediate action is required and when standard treatments are used that have been validated by monitoring data from previous projects, or when there is documented research establishing the effectiveness of such actions.
- (11) Using integrated pest management techniques to minimize the establishment of non-native invasive species within the burned area. When there is an existing approved management plan that addresses non-native invasive species, emergency stabilization treatments may be used to stabilize the invasive species.
- (12) Monitoring of treatments and activities for up to three years.

8.M. Allowable Actions. Rehabilitation treatments include only the following:

- (1) Repair or improve lands unlikely to recover naturally from wildland fire damage by emulating historical or pre-fire ecosystem structure, function, diversity, and dynamics consistent with existing land management plans.
- (2) Chemical, manual, and mechanical removal of invasive species, and planting of native and non-native species, consistent with 3.8F, restore or establish a healthy, stable ecosystem even if this ecosystem cannot fully emulate historical or pre-fire conditions.
- (3) Tree planting to reestablish burned habitat, reestablish native tree species lost in fire, prevent establishment of invasive plants, and regenerating Indian trust commercial timberland as prescribed by a certified silviculturalist to not regenerate for ten years following the fire.
- (4) Repair or replace fire damage to minor operating facilities (e.g., campgrounds, interpretive signs and exhibits, shade shelters, fences, wildlife guzzlers, etc.). Rehabilitation may not include the planning or replacement of major infrastructure, such as visitor centers, residential structures, administration offices, work centers and similar facilities. Rehabilitation does not include the construction of new facilities that did not exist before the fire, except for temporary and minor facilities necessary to implement burned area rehabilitation efforts.

Attachment 3.

Brian_Wooldridge@fws.gov

Sent by: fws-sec7-fireplan@lists.fws.gov

06/02/2006 09:59 AM MSTPlease respond to fws-sec7-fireplan@lists.fws.gov

To fws-sec7-fireplan@lists.fws.gov

cc

bcc

Subject [fws-sec7-fireplan] Private Land BAER

A "Reply" to this message will be broadcast to all subscribers to the list.

If you wish to respond individually and directly to the poster of this message, do NOT use "Reply." Instead use "Forward" and enter their individual e-mail address or create a new message to their address.

Does anyone know of emergency rehab money (or just rehab money) available for private land fires, similar to what BAER would do for federal lands?

We are dealing with a big fire that is on private land and has one of the largest US populations of a listed species. We'd like to track down some sort or "BAER" type money for the landowners/ranchers to help stabilize everything (habitat, soils, etc.). This would also help with the recovery of the spp.

Brian J. Wooldridge

Fish and Wildlife Biologist

U. S. Fish and Wildlife Service

Arizona Ecological Services

201 North Bonita, Suite 141

Tucson, AZ 85745

520-670-6150, ext 235

Background. The Wyden Amendment (16 USC Chapter 18, 1011(a)) states: *For fiscal year 1997 and each fiscal year thereafter, appropriations made for the Bureau of Land Management including appropriations for the Wildland Fire Management account allocated to the National Park Service, Fish and Wildlife Service, and Bureau of Indian Affairs may be used by the Secretary of the Interior for the purpose of entering into cooperative agreements with the heads of other Federal agencies, tribal, State, and local governments, private and nonprofit entities, and landowners for the protection, restoration, and enhancement of fish and wildlife habitat and other resources on public or private land and the reduction of risk from natural disaster where public safety is threatened that benefit these resources on public lands within the watershed.*

Watershed Restoration and Enhancement Agreements funded with emergency stabilization or burned area rehabilitation appropriations may be entered **through fiscal year 2011**, provided funds are available within existing appropriations for the type of activity to be implemented. For example, a unit must have emergency stabilization funds to complete stream channel stabilization, or burned area rehabilitation funds to complete tree planting to reestablish burned habitat.

Agreements may be either: (a) directly with a willing landowner or (b) indirectly through an agreement with a State, local, or tribal government or other public entity, educational institution, or private nonprofit organization.

Types of Emergency Stabilization or Burned Area Rehabilitation Actions Allowed under Wyden. Actions that stabilize or rehabilitate a watershed and provide tangible benefits to achieving Fish and Wildlife Service (Service) emergency stabilization or burned area rehabilitation goals and objectives are allowable under Wyden. The following are examples of acceptable types of work:

Emergency Stabilization

- Placing structures to slow soil and water movement.
- Stabilize soil to prevent loss or degradation of productivity.
- Increasing road drainage frequency and/or capacity to handle additional post-fire runoff.
- Installing protective fences or barriers to protect treated or recovering areas.

Burned Area Rehabilitation

- Repair or improve lands unlikely to recover naturally from wildland fire damage by emulating historical or pre-fire ecosystem structure, function, diversity, and dynamics consistent with existing land management plans.
- Chemical, manual, and mechanical removal of invasive species, and planting of native and non-native species, restore or establish a healthy, stable ecosystem even if this ecosystem cannot fully emulate historical or pre-fire conditions.
- Tree planting to reestablish burned habitat, reestablish native tree species lost in fire, or prevent establishment of invasive plants.

Terms and Conditions Necessary to Protect the Public Investment on Private Lands. Any project carried out under Wyden authorities:

- Is subject to the planning, implementing and funding policy and standards in the DOI policy manual 620 DM 3 and Interagency Burned Area Emergency Response and Rehabilitation Guidebooks.

- Must comply with all applicable Federal, State, and local laws and regulations, policies, and permit requirements; for example, National Environmental Policy Act, Clean Water Act, and Endangered Species Act.

When a Wyden Agreement may be Appropriate. Questions to consider before deciding to use Wyden authorities include:

- Does the project achieve Service objectives?
- Is the principle objective watershed stabilization or rehabilitation of Service resources?
- Does the project result in tangible and demonstrable benefits to resources on public lands administered by the Service?
- Is the expenditure in the public interest?

Negotiating with Willing Participants. At a minimum, the following items should be discussed and agreed upon before entering into an agreement:

- Project description including methodology and technical requirements,
- Each participant's responsibilities of completion of project work,
- Cost of project and funding responsibilities,
- Deliverables or desired end results,
- Period of performance, and
- Long-term maintenance responsibilities.

Cost-Share. There is no mandated cost share requirement, but cost share is a factor for project prioritization when available resources are limited. However, cost sharing and resource leveraging opportunities should always be explored with agreement participants. Benefits received by the participants should be commensurate with resources expended. Therefore, cost-sharing determinations must be made on a case-by-case basis.

Access and Liability for Projects on Private Lands. If project is on private lands, do not perform or have work performed without clear, written permission to do so. Ensure that the person providing this permission has the requisite signatory authority or power of attorney. Liability, both to person and property, also must be spelled out in writing. The preferred method is that the non-Federal party holds the Service harmless for any damage to persons or property. An alternative is that all parties agree they will be responsible for their own acts and results thereof.

Formatting for Wyden Amendment Agreements. Each agreement must include terms and conditions that are mutually agreed upon by the Service and the participants as well as the terms and conditions required by the agreement type used. Work with bureau regional or local grants and agreement specialists to determine the appropriate agreement type. This will depend on the project location, the type of work, contributions, and other related factors.

- If the project is off Service lands and the other parties are going to perform the work then the appropriate format may be Federal Financial Assistance instruments (grant or cooperative agreement).
- There may be situations where, for example, an absentee landowner prefers that Service procure the services needed. The Wyden authority does allow the Service to provide that contracting service. Any contract awarded would be subject to Federal Acquisition Regulations.

Woody Biomass Utilization



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

JUN 23 2005

To: Rebecca Watson, Assistant Secretary, Lands and Minerals Management
Craig Manson, Assistant Secretary, Fish Wildlife and Parks
James Cason, Associate Deputy Secretary
William P. Ragsdale, Director, Bureau of Indian Affairs
Kathleen Clarke, Director, Bureau of Land Management
Matt Hogan, Director Fish and Wildlife Service
Fran Mainella, Director, National Park Service

From: P. Lynn Scarlett, Assistant Secretary, Policy, Management and Budget *PLS*

Re: Option for Woody Biomass Utilization in Procurement Contracts

As announced by Secretary Norton at the Bioenergy and Wood Products Conference in January, the Department has published a Final Rule on optional removal and utilization of woody biomass in all DOI service contracts issued after October 1, 2004.

Bureaus are directed, per the guidance in the Final Rule, to immediately include the option for biomass utilization provision in all service contracts expected to generate woody biomass unless reserved as ecologically inappropriate. For your information, the entire text of the Final Rule is attached to this document.

A Department Memorandum issued September 9, 2004, required each bureau to develop contract mechanisms to implement the option for biomass removal in all timber sale and service contracts by October 1, 2004. This office has not received a copy of any Bureau policy or implementation guidance. Please provide my office a copy of any Bureau service contract and timber sale contract implementation policies or guidance developed as directed by the September 9th Memorandum. If policies or guidance for timber sales contracts have not been implemented, please provide this office your strategy for implementing the September 9th Memorandum by August 1, 2005. Please also send a copy of all relevant policy guidance to the Office of Wildland Fire Coordination, Mail Stop 2660 MIB.

For further information or questions about this policy, please contact John Stewart, Biomass and Forest Health Program Manager, Office of Wildland Fire Coordination, at (202) 606-0504, or Delia Emmerich, Senior Procurement Analyst, Office of Acquisition and Property Management at (202) 208-3348.

Attachment: Final Rule, 70 FR 29208-29211, May, 20, 2005, 48 CFR 1437 and 1452

ACTION: Final rule; correcting amendments.

SUMMARY: This document contains corrections to the final regulations that were published in the *Federal Register* on Wednesday, March 23, 2005, (70 FR 14561). The regulations related to cooperating agencies and cooperating agency status.

DATES: Effective on April 22, 2005.

FOR FURTHER INFORMATION CONTACT: Robert Winthrop at (202) 452-6597 or Mark Lambert at (202) 452-7763.

SUPPLEMENTARY INFORMATION:

Background

Need for Correction

As published, the final regulations contain errors which may prove to be misleading and need to be clarified. The final regulations stated the corrections in singular form when some of the actual regulation text was in plural form. We need to make these corrections so that all of the necessary changes appear in the Code of Federal Regulations.

List of Subjects in 43 CFR Part 1600

Administrative practice and procedures, Environmental Impact Statements, Indians, Intergovernmental relations, Public lands.

■ Accordingly, 43 CFR part 1600 is corrected by making the following correcting amendments:

PART 1600—PLANNING, PROGRAMMING, BUDGETING

■ 1. The authority citation for part 1600 continues to read as follows:

Authority: 43 U.S.C. 1711–1712.

§ 1610.1 [Corrected]

■ 2. Section 1610.1(a)(1) is amended by removing the misspelled word “suct” and add in its place the word “such.”

§ 1610.1 Resource management planning guidance [Amended]

■ 3. Amend § 1610.1(a)(1) and (b) by revising the phrases “resource area” and “resource areas” to read “resource or field office area” and “resource or field office areas”, respectively.

§ 1610.2 [Amended]

■ 4. Amend § 1610.2(j) by removing the phrase “District or Area Manager” and adding the phrase “Field Manager” and removing the phrase “Area or Field Manager” and adding the phrase “Field Manager.”

§ 1610.3–1 [Amended]

■ 5. Amend § 1610.3–1 by removing the phrase “District Managers” from

paragraph (d) introductory text and adding in its place the phrase “Field Manager.”

Dated: May 11, 2005.

Ian Senio,

Acting Group Manager, Regulatory Affairs.

[FR Doc. 05–10015 Filed 5–19–05; 8:45 am]

BILLING CODE 4310–84–P

DEPARTMENT OF THE INTERIOR

Office of the Secretary

48 CFR Parts 1437 and 1452

RIN 1084–AA00

Woody Biomass Utilization

AGENCY: Office of the Secretary, Interior.

ACTION: Final rule.

SUMMARY: This rule converts an interim final rule to a final rule, with minor adjustments in response to public comment. In addition, the numbering scheme was revised to conform to the existing regulatory structure. As a result of this rulemaking, Department of the Interior will allow service contractors to remove woody biomass generated as a result of land management service contracts whenever ecologically appropriate and in accordance with applicable law.

DATES: *Effective Date:* May 20, 2005.

FOR FURTHER INFORMATION CONTACT: Delia Emmerich, Office of Acquisition and Property Management, Department of the Interior at (202) 208–3348, or e-mail at Delia_Emmerich@os.doi.gov. Individuals who use telecommunications devices for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1–800–877–8339 twenty-four hours a day, 7 days a week.

SUPPLEMENTARY INFORMATION: On August 27, 2004, the Department published an interim final rule with request for comments at 69 FR 52607; the interim rule established procedures to allow service contractors to remove woody biomass generated as a result of land management service contracts whenever ecologically appropriate and in accordance with applicable law. This publication revises that rule in response to public comments. This rule establishes consistent and efficient procedures to allow contractors the option to remove woody biomass by-products from Department of the Interior land management activities. This option, where ecologically appropriate, will provide economic and social benefits by creating jobs and conserving natural resources. Removal or use of woody biomass will reduce

smoke and emissions from prescribed and natural fires; preserve landfill capacities, reduce the threat of catastrophic wildfires to communities and public/private utilities; improve watershed and wildlife habitat protection; and improve forest, woodland, and rangeland health.

This final rule, while substantially the same as the interim final rule published on August 27, 2004, contains minor changes to respond to comments and to improve clarity. It is also reformatted to move the required contract clause to Part 1452 of 48 CFR.

I. Response to Public Comments

We received several comments from two sources. Our response to each comment follows, in order by section. The discussion of the comments shows the former section title and number, followed by the revised section number and (if different) title.

Section 1437.100 General (New § 1437.7200)

Comment: The woody biomass should stay where it is.

Response: The fundamental method of addressing forest health and hazardous fuel reduction strategies under the National Fire Plan and Healthy Forests Initiative is to remove small diameter trees. Contractors are cutting the trees to meet resource objectives. The removal is incidental to the project. The projects would occur whether or not there was an option for removal. The Rule simply makes these materials available for removal by contractors, rather than disposal through burning or other on-site disposal methods.

Comment: I oppose allowing the contractors to damage and destroy this area for their own enrichment.

Response: Contractors have been secured to provide a service to the federal agency, which includes the cutting or destruction of vegetation to meet a prescribed management objective, such as thinning small trees to improve forest growth or clearing of roads and building sites. Projects under Rule are developed under the requirements of the National Environment Policy Act, which is designed to “prevent or eliminate damage to the environment * * *” If damage beyond that anticipated in the NEPA analysis were to occur, by design this would be accidental. By the nature of these projects, the removal of the low-value biomass has very little if any commercial value. If the biomass had commercial value, the project would most likely be a timber/vegetative sales contract offering unrelated to the

procurement regulations covered under this Rule.

Comment: There does not need to be any immediate need to rush through this plundering. I think the rush is to try to make it escape from public view. The Administrative procedure act calls for public input. I ask for extension of the time for the public to comment instead for a 90-day period.

Response: Urgent and immediate actions are called for under the National Fire Plan Hazardous Fuel Reduction Program. Thousands of projects are taking place every year. This Rule will make the by-products from these treatments immediately available. Removal of the biomass, in most cases, is preferable to leaving the material in the woods. Removal will reduce the threat of escaped wildfires from burning the material, reduce air pollution, and stimulate jobs for the local economy. Only two comments were received during the public comment period, one of which was from a federal agency. The Rule does not appear to be controversial, complex, or require additional analysis such that a 90-day comment period is necessary. No additional comments were received after closure of the official public comment period.

Comment: There is no "threat".

Response: The Federal Register of August 17, 2001 (66 FR 43435) includes 11,376 communities within the vicinity of Federal lands that are at high risk to wildfire. This list was jointly developed by States, tribes, and Federal agencies. The 2004 wildfire season, as well as the 2000 and 2002 seasons, are well above the 10-year average for acres burned due to wildfires. The trend for larger, more damaging fires has been increasing, with little relief in sight. The Congress, the Administration, and the States have made a national and local priority of addressing wildfire threats.

Comment: This rule will have an effect of \$100 million and therefore has a significant economic effect.

Response: Optimistic projections of woody biomass removal under the National Fire Plan, the largest and most active vegetation management program in the Federal government, could include the removal of approximately 7 million green tons per year. At the minimum rate of \$0.10 per green ton, or even an optimistic \$0.25 to \$0.50 per green ton, this represents less than \$5 million.

Comment: NEPA plans must be prepared and the public must be allowed to comment.

Response: As specific in the Interim Rule, "Federal agencies should consider the environmental effects of woody

biomass utilization in each project where woody biomass utilization is appropriate and make a determination of significance for the project." This would include, where appropriate, a public comment solicitation and a public record of decision. It is not necessary, nor in the best interest of the public, to delay implementation in order to prepare an environmental impact statement.

Section 1437.104 Definitions (New § 1437.7203)

Comment: The definition of "ecologically appropriate" states, "where the Deciding Officer and/or Contracting Officer determines it is not necessary to retain specific woody material * * *". Only the Deciding Officer (Field Manager or other responsible line officer) will make this decision.

Response: The Responsible Official for the NEPA document makes the decision to include or not include woody biomass removal. The procurement Contracting Officer decides whether to include the clause from § 1452.237-71 in the solicitation or service contract, presumably in consultation with the Responsible Official. The timber/vegetative sales contract, if required, may be executed by the timber/vegetative sales Contracting Officer with the delegated authority to dispose of forest products, per Bureau policies. Clarification has been included in the final rule.

II. Procedural Matters

1. Regulatory Planning and Review (E.O. 12866)

This document is not a significant rule and the Office of Management and Budget has not reviewed this rule under Executive Order 12866.

(1) This rule will not have an effect of \$100 million or more on the economy. It will not adversely affect in a material way the economy, productivity, competition, jobs, the environment, public health or safety, or State, local, or tribal communities. The contractors and the general public are not required to perform services or process materials; woody products will be removed and compensated, if appropriate, at fair market value as agreed upon.

(2) This rule will not create a serious inconsistency or otherwise interfere with an action taken or planned by another agency. This policy only applies to Department of the Interior Bureaus; other agencies and governments could positively benefit from the development of small-wood markets and any tax or economic rewards.

(3) This rule does not alter the budgetary effects of entitlements, grants, user fees, or loan programs or the rights or obligations of their recipients. The contractor will be provided a new option, if executed, which is exclusive of other rights and benefits.

(4) This rule does not raise novel legal or policy issues. This policy uses existing authorities within existing policies.

2. Regulatory Flexibility Act

The Department of the Interior certifies that this document will not have a significant economic effect on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*). The scope of the action is minor (less than \$100 million in economic impact); the benefits of the rule are to the contractor and may be exercised at their discretion.

3. Small Business Regulatory Enforcement Fairness Act (SBREFA)

This rule is not a major rule under 5 U.S.C. 804(2), the Small Business Regulatory Enforcement Fairness Act. This rule:

a. Does not have an annual effect on the economy of \$100 million or more. The woody by-products have limited economic value (small diameter, low trees and woody material), are unused or underutilized in current market conditions, and/or are by nature, incidental by-products.

b. Will not cause a major increase in costs or prices for consumers, individual industries, Federal, State, or local government agencies, or geographic regions. The quantities are small in size and amounts, are widely scattered across the nation, and are low-value products.

c. Does not have significant adverse effects on competition, employment, investment, productivity, innovation, or the ability of U.S.-based enterprises to compete with foreign-based enterprises. The policy would increase U.S.-based economic opportunities, employment, innovation, and conservation of energy and resources.

4. Unfunded Mandates Reform Act

This rule does not impose an unfunded mandate on State, local, or tribal governments or the private sector of more than \$100 million per year. The rule does not have a significant or unique effect on State local or tribal governments or the private sector. A statement containing the information required by the Unfunded Mandates Reform Act (2 U.S.C. 1531 *et seq.*) is not required.

5. Takings (E.O. 12630)

In accordance with Executive Order 12630, the rule does not have significant takings implications. No rights, property or compensation has been, or will be taken. A takings implication assessment is not required.

6. Federalism (E.O. 13132)

In accordance with Executive Order 13132, the rule does not have sufficient federalism implications to warrant the preparation of a federalism assessment. The rule grants optional rights and increased economic opportunities to individuals, States, local governments, and Tribes, in furtherance of section 2(h) of E.O. 13132. A federalism assessment is not required.

7. Civil Justice Reform (E.O. 12988)

In accordance with Executive Order 12988, the Office of the Solicitor has determined that this rule does not unduly burden the judicial system and meets the requirements of sections 3(a) and 3(b)(2) of the Order.

8. Consultation With Indian Tribes (E.O. 13175)

In accordance with Executive Order 13175, we have evaluated this rule and determined that it has no potential negative effects on federally recognized Indian tribes. We have fully considered tribal views in the final rule. We have consulted with the appropriate bureaus and offices of the Department about the potential effects of this rule on Indian tribes, including the Bureau of Indian Affairs.

9. Paperwork Reduction Act

This regulation does not require an information collection from 10 or more parties and a submission under the Paperwork Reduction Act is not required. An OMB form 83-I is not required.

10. National Environmental Policy Act

This rule does not constitute a major Federal action significantly affecting the quality of the human environment. Federal agencies should consider the environmental effects of woody biomass utilization in each project where woody biomass utilization is appropriate and make a determination of significance for that project.

List of Subjects

48 CFR Part 1437

Government contracts, Forests and forest products, Wood, Fire prevention, Service contracting.

48 CFR Part 1452

Government contracts, Forests and forest products, Wood, Fire prevention, Contract clause.

Dated: March 22, 2005.

P. Lynn Scarlett,
Assistant Secretary—Policy, Management and Budget.

■ For the reasons given in the preamble, the Department of the Interior hereby amends 48 CFR chapter 14 as set forth below.

PART 1437—[AMENDED]

■ 1. Part 1437 is revised to read as follows:

PART 1437—SERVICE CONTRACTING

Subpart 1437.72—Utilization of Woody Biomass

Sec.

1437.7200 General.

1437.7201 When can woody biomass be removed?

1437.7202 When is the biomass utilization clause required?

1437.7203 Definitions.

Authority: 30 U.S.C. 601–604, 611, as amended; 16 U.S.C. 668dd; 16 U.S.C. 1; 25 U.S.C. 3101 *et seq.*; 43 U.S.C. 1701 *et seq.*

Subpart 1437.72—Utilization of Woody Biomass

§ 1437.7200 General.

This subpart establishes consistent and efficient procedures to allow contractors the option to remove woody biomass by-products from Department of the Interior land management activities where ecologically appropriate. If the woody biomass has fair market value and payment is required, or as required by regulation, Bureau policy or the Mineral Materials Disposal Act of 1947 (30 U.S.C. 601 *et seq.*) a separate timber/vegetative sales contract must be executed.

§ 1437.7201 When can woody biomass be removed?

(a) The Department of the Interior allows and encourages contractors to remove and use woody biomass from project areas when:

(1) The biomass is generated during land management service contract activity; and

(2) Removal is ecologically appropriate.

(b) A contractor removing biomass under this part shall:

(1) Do so only within legal limits applicable to the contractor, including National Environmental Policy Act (NEPA) compliance; and

(2) If required, comply with the terms, conditions and special provisions of the

applicable timber/vegetative sales notice.

§ 1437.7202 When is the biomass utilization clause required?

(a) The contracting officer must insert a clause reading substantially the same as § 1452.237–71 in each solicitation and contract that is expected to generate woody biomass that meets the criteria in § 1437.7201(a), unless biomass removal is required elsewhere in the contract.

(b) In addition, the contract will specify any limitations on types of woody biomass that may not be removed and any areas from which woody biomass must not be removed.

§ 1437.7203 Definitions.

Ecologically appropriate means those situations where the Responsible Official determines it is not necessary to retain specific woody material or reserve specific areas from woody biomass removal to meet ecological objectives. For example, it may be necessary to retain snags or small woody debris to meet wildlife habitat objectives, or to create specific prescribed burning conditions to stimulate native plant development; therefore it would not be appropriate to allow removal of the specified woody biomass.

Responsible Official means the Secretary of the Interior or designee having the delegated authority to responsibility to:

(1) Oversee the planning process and make decisions to carry out a specific planning action;

(2) Render a National Environmental Policy Act decision; or

(3) Sign the authorizing environmental document.

Timber/vegetative sales contract and/or notice means the agency-specific authorized contract instrument for the sale, barter, exchange, billing or other compensation for the payment, removal, and/or transportation of woody biomass material.

Woody biomass means the trees and woody plants, including limbs, tops, needles, leaves, and other woody parts, grown in a forest, woodland, or rangeland environment, that are the by-products of management, restoration and/or hazardous fuel reduction treatment.

Woody biomass utilization or use means the harvest, sale, offer, trade, and/or utilization of woody biomass to produce the full range of wood products, including timber, engineered lumber, paper and pulp, furniture and value-added commodities, and bio-energy and/or bio-based products such as plastics, ethanol and diesel.

**PART 1452—SOLICITATION
PROVISIONS AND CONTRACT
CLAUSES**

- 2. The authority for part 1452 is revised to read as follows:

Authority: Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c); 5 U.S.C. 301; 30 U.S.C. 601–604, 611, as amended; 16 U.S.C. 668dd; 16 U.S.C. 1; 25 U.S.C. 3101, et seq.; 43 U.S.C. 1701, et seq..

- 3. A New § 1437–237–71 is added to read as follows:

§ 1452.237–71 Utilization of Woody Biomass.

As prescribed in § 1437.7202, insert the following clause:

Utilization of Woody Biomass

1. The contractor may remove and utilize woody biomass, if:

(a) Project work is progressing as scheduled; and

(b) Removal is completed before contract expiration.

2. To execute this option, the contractor must submit a written request to the Government.

3. Following receipt of the written request, and if appropriate, the Government and the contractor will negotiate and execute a separate timber/vegetative sales contract. Payment under the timber/vegetative sales contract must be at a price equal to or greater than the appraised value of the woody biomass. The contractor must make any appropriate payment specified in the related timber/vegetative sales contract before removal may be authorized.

4. If required by law, regulation or Bureau policy, the Government will prepare a timber/vegetative sales notice and/or prospectus, including volume estimates, appraised value and any appropriate special provisions.

5. The contractor must treat any woody biomass not removed in accordance with the specifications in the service contract.

6. The sales contract and service contract are severable; default or termination under either contract does not remove the contractor from payment or performance obligations under the other contract.

7. Definitions:

Timber/vegetative sales contract and/or notice means the agency-specific authorized contract instrument for the sale, barter, exchange, billing or other compensation for the payment, removal, and/or transportation of woody biomass material.

Woody biomass means the trees and woody plants, including limbs, tops, needles, leaves, and other woody parts, grown in a forest, woodland, or rangeland environment, that are the by-products of management, restoration and/or hazardous fuel reduction treatment.

[FR Doc. 05–10095 Filed 5–19–05; 8:45 am]
BILLING CODE 4310–RF–M

FY 2010 HFR Treatment Priorities

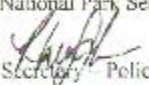


United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, DC 20245
OCT 5 2009

Memorandum

To: Director, Bureau of Indian Affairs
Director, Bureau of Land Management
Director, U.S. Fish and Wildlife Service
Director, National Park Service

From: Rhea Suh 
Assistant Secretary - Policy, Management and Budget

Subject: Fiscal Year 2010 Hazardous Fuels Reduction Treatment Priorities

I would like to take this opportunity to affirm and refine the Department of the Interior's hazardous fuels reduction treatment priorities. The FY 2010 provides opportunity to build upon past success in achieving the fuels management goals of the National Fire Plan. Our primary goal remains unchanged -- the reduction of abnormally high wildfire risk -- which threatens the safety of our firefighters and communities, and the condition of our natural, cultural and historic resources.

As we implement hazardous fuels treatments, the consequences of wildfires will be reduced. A successful hazardous fuels reduction program reduces risks to people and their communities; reduces smoke emissions and improves air quality; preserves fish and wildlife habitat; reduces threats to watersheds and water quality; and provides economic opportunities to rural or tribal communities. In the long-term and with concerted fuels treatment efforts, I expect wildfire suppression costs to decline, or to increase at a reduced rate.

The Department employees responsible for the fuels treatment program have made commendable achievements over the past decade. Beyond reducing risks and improving landscape conditions, we have increased our collaborative efforts, which allow for better leverage in hazardous fuels reduction resources.

As we complete the development of our FY 2010 program of work, we need to emphasize the following priorities with the overall premise that hazardous fuels reduction projects must reduce the risk and consequences of wildfire, or maintain areas which have been treated. In addition to reducing risk or maintaining acceptable levels of risk:

- Projects must result from a collaborative process, e.g., the collaborative framework described in the 10-Year Strategy Implementation Plan of the National Fire Plan (*A Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment*, December 2006).

- Funding will be targeted to mitigating risk to communities in the Wildland-Urban Interface (WUI). Within the WUI, our focus should be on:
 - ♦ Projects (on or adjacent to Federal lands) near communities at greatest risk of wildfire;
 - ♦ Projects within communities with completed Community Wildfire Protection Plans or their equivalent; and
 - ♦ Projects in communities with active partnerships including volunteer efforts, in-kind services, and/or partners who are contributing funds.
- Additionally, emphasis should be given to:
 - ♦ Projects that restore fire-adapted ecosystems in non-WUI areas that are in Condition Class 2 or 3 or projects that maintain ecosystems in Condition Class 1, where landscape conditions would quickly deteriorate to Condition Class 3.
 - ♦ Projects yielding biomass for producing renewable energy, for the manufacture of products that sequester carbon for decades, or use in other off-site economic enterprises.
 - ♦ Projects using contractors, particularly contracts that provide economic opportunities for rural or tribal communities.
 - ♦ Projects employing young persons, especially through the 21st Century Youth Conservation Corps or other recognized youth programs.

These priorities will remain in effect until they are superseded by policy, statute or other official direction.

We will continue to implement our decision support tools to inform funding allocations within the overall Hazardous Fuels Prioritization and Allocation System. This system relies significantly on the priorities listed above. Since hazardous fuels reduction plans and accomplishment data are derived primarily from the National Fire Plan Operations and Reporting System (NFPORS), the Department strongly supports the system. It is imperative that Bureaus and agencies continue to use NFPORS as the system of record for managing and reporting the accomplishment of work conducted under the National Fire Plan, including Hazardous Fuels Reduction, Community Assistance, and Burned Area Rehabilitation.

I strongly encourage the Bureaus to enhance data associated with wildfire risk and consequences to help our managers to make informed, science-based decisions related to hazardous fuels management. We must be able to quantify risk and hazard, as well as the efficacy, longevity and

geospatial perimeters of our fuels treatments. These data support the fire management program, as well as broader management decisions, that affect our natural resources as well as communities.

Thank you for your continued support of the Hazardous Fuels Reduction program.

Please direct any questions to Kirk Rowdabaugh, Director of the Office of Wildland Fire Coordination at 202-606-3447.

cc: Assistant Secretary, Indian Affairs
Assistant Secretary, Land and Mineral Management
Assistant Secretary, Fish, Wildlife, and Parks

NWRS Allocation Handbook – Fire Section

NWRS Allocation Handbook, Section 11-1, Draft – March 2006

Account: Wildland Fire Management

Treasury Symbol: 14-14X1125(16)

9131

Program Title: Readiness and Program Management

☐ Two Year ☒ No Year ☐ Other _____
☒ BASE ☐ FLEX
☐ Habitat & Wildlife ☐ Maintenance ☐ Visitor Services ☐ Law Enforcement ☐ Planning ☒ Other: Fire

Legislative Authority: The National Wildlife Refuge System Improvement Act of 1997 (16 U.S.C. 668dd-668ee). The Federal Land Policy and Management Act of 1976 (43 U.S.C. 1748), as amended.

Purpose/Intent: Provides for the overall management and planning of the FWS Fire Management Program to prepare for response to wildland fire ignitions.

Program History: Formerly subactivity 9251, which included Facilities (now 9132), 9131 was implemented in FY 2004 to align Interior bureaus and Forest Service budget structures as mandated by the Congress and endorsed by the Wildland Fire Leadership Council. It now falls within the 9130 Preparedness budget activity, which includes 9132, Facility Construction and Maintenance.

Additional Guidance/Directives (if any): Positions must be justified by FireBase analysis and approved by Regional Fire Management Coordinators (RFMC) or the Service Fire Management Coordinator. Additional guidance is contained in the FWS Fire Business Reference Guide.

Prohibited Uses (if any): Funding non-fire positions or work, or purchasing non-fire related supplies or equipment are prohibited.

Current Allocation Method: The FWS system called FireBase is used for allocation. FireBase was first used to allocate funding in FY 2004. A cap of a maximum reduction of 5% of the total BASE program funding (BASE included 9131 and 9263/9264 non-project funding) to minimize impacts to regional fire programs. The field station and regional requests begin the primary input in the process. The analysis is based on historical fire occurrence and potential fire intensity, accounting for the station's identified fuel types and recent weather data. Support for the prescribed fire program is also weighed in the readiness and staffing calculations. The resulting total figure represents our Normal Year Readiness (NYR) and is the basis for the FWS budget request. This figure is combined with the other DOI bureaus and is submitted to the Office of Wildland Fire Coordination (OWFC). Once the annual budget legislation is passed, the bureaus allocations are determined by the proportional percentage of total NYR need funded by the appropriation. The regional allocations are then based, in large part, on the FireBase analysis outputs. Fire budgets are developed cooperatively with the National Fire Leadership Team (NFLT), which is composed of the Regional Fire Management Coordinators from all Regions/CNO, and staffing from the Branch of Fire Management. Regions may notice

continued changes in this second phase of budget adjustments based upon workload analysis. While the Service saw an increase in WUI funding this year, other accounts continue to decline due to unfunded mandates such as the Interagency Fire Program Management Qualifications program (IFPM) and Fire Program Analysis (FPA), a 1.4 percent rescission, etc. Overall base budget decreases will be kept at 5% or less of 2004 levels. The CAM assessment process was revamped, but actual 2005 CAM numbers are not available. The Fire Management Branch has proposed CAM assessment be covered by 9131 funding as well as 9263 and 9264 funding.

	Total	R1	R2	R3	R4	R5	R6	R7	CNO	R9
FY 2004	22,831,657	3,904,509	4,598,738	1,735,095	6,373,655	775,195	2,304,127	1,084,659	0	2,055,679
FY 2005	22,990,000	3,679,043	5,582,060	1,479,226	5,587,364	946,941	2,325,198	1,167,337	0	2,222,831
FY 2006	25,061,566	2,244,587	5,712,414	1,535,270	5,736,346	974,115	2,471,158	1,340,836	1,879,387	3,167,453

Note: Represents initial allocation. 9131 reduced for CAM (913C). R9 includes regional support.

Carryover Dollars (if any): Carryover dollars will go back to the Fire Management Branch for distribution with new allocations at the beginning of the fiscal year.

Recovery Dollars (if any): Recovery dollars go back to the originating Region for their distribution. National level recoveries will go back to the Fire Management Branch for redistribution, based on national priorities.

Other or Additional Funding (if any):

Any funding that becomes available after the initial allotments are received from BLM and regional allocations are completed, including fuels redistribution from other agencies, mid-year 1151 transfers for suppression, recoveries from off the top costs at the Departmental level and other miscellaneous additions, will come to the Fire Management Branch for redistribution to the regions. The Branch of Fire Management is responsible for prioritizing and allocating mid-year adjustments based on needs provided by the National Fire Leadership Team (NFLT).

Reporting Requirements (if any): Expenditures and accomplishments are reported in the Annual National Fire Plan Accomplishments Report which is transmitted annually to Congress.

Performance/Outcome Measure: SIM.1.01.001. Improve fire prevention and suppression: Percent of unplanned and unwanted wildland fire controlled during initial attack.

Related ABC codes:

2A: Prepare for Wildland Fires

2B: Prepare Fire Management Plans

2N: Monitor and Evaluate Fuels Reduction and Post-Fire Rehabilitation

Related RAPP Activities: Use RAPP activities that relate to the DOI Strategic Plan measures.

Notes/Recommendations:

Account: Wildland Fire Management

Treasury Symbol: 14-14X1125(16)

9132

Program Title: Facility Construction and Maintenance

☐ Two Year ☒ No Year ☐ Other _____
☐ BASE ☒ FLEX
☐ Habitat & Wildlife ☐ Maintenance ☐ Visitor Services ☐ Law Enforcement ☐ Planning ☒ Other: Fire

Legislative Authority: The National Wildlife Refuge System Improvement Act of 1997 (16 U.S.C. 668dd-668ee). The Federal Land Policy and Management Act of 1976 (43 U.S.C. 1748), as amended.

Purpose/Intent: Provides for the maintenance and construction of fire cache facilities.

Program History: Formerly within subactivity 9251, 9132 was implemented in FY 2004 to align Interior bureaus and Forest Service budget structures as mandated by the Congress and endorsed by the Wildland Fire Leadership Council. It now falls within the 9130 Preparedness budget activity, which includes 9131, Readiness and Program Management.

Additional Guidance/Directives (if any): Additional guidance is contained in the FWS Fire Business Reference Guide.

Prohibited Uses (if any): Funding non-fire positions or work, or purchasing non-fire related supplies or equipment are prohibited.

Current Allocation Method: Facilities funding is directly from the Departmental 5-year plan for fire facilities. These projects are currently entered and prioritized regionally then nationally based on the use of common definitions for facilities management terms in the Interior-wide planning process.

FWS received \$720,000 of \$12.3 million for DOI in 2003 and \$843,000 of \$12.3 million for DOI in 2004. FWS received \$2,718,000 of \$12.2 million for DOI in 2005.

Carryover Dollars (if any): Carryover dollars will go back to the Fire Management Branch for distribution with new allocations at the beginning of the fiscal year.

Recovery Dollars (if any): Recovery dollars will go back to the Fire Management Branch for redistribution, based on national priorities.

Other or Additional Funding (if any):

Any funding that becomes available after the initial allotments are received from BLM and regional allocations are completed, including fuels redistribution from other agencies, mid-year 1151 transfers for suppression, recoveries from off the top costs at the Departmental level and

other miscellaneous additions, will come to the Fire Management Branch for redistribution to the regions. The Branch of Fire Management is responsible for prioritizing and allocating mid-year adjustments based on needs provided by the National Fire Leadership Team (NFLT).

Reporting Requirements (if any): Expenditures and accomplishments are reported in the Annual National Fire Plan Accomplishments Report which is transmitted annually to Congress.

Performance/Outcome Measure: SIM.1.01.001. Improve fire prevention and suppression: Percent of unplanned and unwanted wildland fire controlled during initial attack.

Related ABC codes:

2A: Prepare for Wildland Fires

2B: Prepare Fire Management Plans

2N: Monitor and Evaluate Fuels Reduction and Post-Fire Rehabilitation

Related RAPP Activities: Use RAPP activities that relate to the DOI Strategic Plan measures.

Notes/Recommendations:

Account: Wildland Fire Management

Treasury Symbol: 14-14X1125(16)

9141

Program Title: Suppression

☐ Two Year ☒ No Year ☐ Other _____
☐ BASE ☒ FLEX
☐ Habitat & Wildlife ☐ Maintenance ☐ Visitor Services ☐ Law Enforcement ☐ Planning ☒ Other: Fire

Legislative Authority: 43 USC 1469 authorizes the Secretary of the Interior to perform work occasioned by emergencies.

Purpose/Intent: Funds cover emergency costs, including severity and emergency pre-suppression, to manage wildland fires incurred by fireline, command, and support personnel.

Program History: Formerly subactivity 9261, 9141 was implemented in FY 2004 to align Interior bureaus and Forest Service budget structures as mandated by the Congress and endorsed by the Wildland Fire Leadership Council. It now falls within the 9140 Emergency Operations budget activity, which includes 9142, Emergency Stabilization.

Additional Guidance/Directives (if any): Section 102 of the General Provisions of the Annual Appropriations Act for the Department of Interior and Related Agencies authorizes the Secretary to transfer funds from other accounts for the suppression or emergency prevention of fires, and for rehabilitation of burned lands. All DOI bureaus and Forest Service are to use and communicate the assigned alpha-numeric code from the interagency FireCode system. This code will be used in all bureaus financial systems for suppression efforts. A FireCode will also be established for all FWS severity incidents. A pre-established alpha code will be used when FWS assists other agencies on severity assignments on non-Service fires/activities. All severity charges require use of a project number assigned by the Region and reported to the Fire Management Branch for tracking. Additional guidance is contained in the FWS Fire Business Reference Guide

Prohibited Uses (if any): Administrative costs cannot be charged against this account. Funding cannot be used to restore lost funding resulting from budget cuts or other reductions; used to meet needs identified in fire management plans which are not covered by normal funding; or for procurement of accountable equipment without Fire Management Branch approval.

Current Allocation Method: Since this subactivity funds emergency and unpredictable aspects of the WFM program, funds are centrally managed and are not transferred to the requesting unit. An authorization to expend against a designated limit is given. The Fire Management Officer in concert with the Regional Fire Management Coordinator develops the package for severity funding. Once the Regional Director approves the request it is sent to the Service Fire Management Coordinator who reviews the package and prepares a response within 48 hours. Funding levels can change throughout the year when Section 102 transfers occur.

FY 2004 – FWS received \$7,444,000 initially in new appropriations for emergency operations (which includes 9142).

FY 2005 – FWS received \$9,135,000 initially in new appropriations for emergency operations (includes \$1,691,602 in 9142).

Carryover Dollars (if any): Carryover dollars will go back to the Fire Management Branch for distribution with new allocations at the beginning of the fiscal year.

Recovery Dollars (if any): Recovery dollars will go back to the Fire Management Branch for redistribution, based on national priorities.

Other or Additional Funding (if any):

Any funding that becomes available after the initial allotments are received from BLM and regional allocations are completed, including fuels redistribution from other agencies, mid-year 1151 transfers for suppression, recoveries from off the top costs at the Departmental level and other miscellaneous additions, will come to the Fire Management Branch for redistribution to the regions. The Branch of Fire Management is responsible for prioritizing and allocating mid-year adjustments based on needs provided by the National Fire Leadership Team (NFLT).

Reporting Requirements (if any): The following information will be supplied monthly and transmitted through the Regional Fire Management Coordinator to the Service Fire Management Coordinator: amount expended for the period and the purpose (salary, equipment rental, etc.); balance of severity authorization remaining; and, given potential changes in conditions, identify anticipated duration for continued use of the authorization.

Performance/Outcome Measure: SIM.1.01.001. Improve fire prevention and suppression: Percent of unplanned and unwanted wildland fire controlled during initial attack. SIM.1.01.002. Improve fire prevention and suppression: Number of acres burned by unplanned an unwanted wildland fires.

Related ABC codes:

2B: Prepare Fire Management Plans
2J: Suppress Wildland Fires (Non-WUI)
2K: Suppress Wildland Fires (WUI)

Related RAPP Activities: Use RAPP activities that relate to the DOI Strategic Plan measures.

Notes/Recommendations:

Account: Wildland Fire Management

Treasury Symbol: 14-14X1125(16)

9142

Program Title: Emergency Stabilization

☐ Two Year ☒ No Year ☐ Other _____
☐ BASE ☒ FLEX
☐ Habitat & Wildlife ☐ Maintenance ☐ Visitor Services ☐ Law Enforcement ☐ Planning ☒ Other: Fire

Legislative Authority: The National Wildlife Refuge System Improvement Act of 1997 (16 U.S.C. 668dd-668ee). The Federal Land Policy and Management Act of 1976 (43 U.S.C. 1748), as amended.

Purpose/Intent: Emergency stabilization is planned actions to stabilize and prevent unacceptable degradation to natural and cultural resources, to minimize threats to life or property resulting from the effects of a fire, or to repair/replace/construct physical improvements necessary to prevent degradation of and or resources. Emergency stabilization funding is provided for no more than one year following total containment of the fire, except that emergency stabilization funding can be used for up to three years following total containment of the fire for treatment effectiveness monitoring and to repair or replace emergency stabilization structures or treatments where failure to do so would imperil watershed functionality or result in serious loss of downstream values.

Program History: 9142 was implemented in FY 2004 to align Interior bureaus and Forest Service budget structures as mandated by the Congress and endorsed by the Wildland Fire Leadership Council. It is now considered to be within the emergency operations activity and falls within the 9140 Emergency Operations budget activity, which includes 9141, Suppression.

Additional Guidance/Directives (if any): Section 102 of the General Provisions of the Annual Appropriations Act for the Department of Interior and Related Agencies authorizes the Secretary to transfer funds from other accounts for the suppression or emergency prevention of fires, and for rehabilitation of burned lands. Continued treatment funding beyond the first year requires an approved plan amendment including monitoring documentation justifying the additional funding request and data entry into the National Fire Plan Operations and Reporting System (NFPORS) Restoration and Rehabilitation (R&R) module.

Additional information is contained in the FWS Fire Business Reference Guide.

Prohibited Uses (if any): Emergency stabilization funding cannot be used unless there is an approved treatment plan and cannot be used to continue seeding, plantings, and invasive plant treatments beyond one year.

Current Allocation Method: Allocations follow the historical process, are project specific, and are based upon approved NFPORS plans and project lists. Since this subactivity funds emergency and unpredictable aspects of the WFM programs, funds are centrally managed.

FY 2004 – FWS received \$7.444 million initially in new appropriations for emergency operations (which included 9141). FY 2005 – FWS received \$9,135,000 initially in new appropriations for emergency operations (includes \$7,443,398 in 9141).

Carryover Dollars (if any): Carryover dollars will go back to the Fire Management Branch for distribution with new allocations at the beginning of the fiscal year.

Recovery Dollars (if any): Recovery dollars will go back to the Fire Management Branch for redistribution, based on national priorities.

Other or Additional Funding (if any): Any funding that becomes available after the initial allotments are received from BLM and regional allocations are completed including fuels redistribution from other agencies, mid-year 1151 transfers for suppression, recoveries from off the top costs at the Departmental level and other miscellaneous additions, will come to the Fire Management Branch for redistribution to the regions. The Branch of Fire Management is responsible for prioritizing and allocating mid-year adjustments based on needs provided by the National Fire Leadership Team (NFLT).

Reporting Requirements (if any): Expenditures and accomplishments are reported in the Annual National Fire Plan Accomplishments Report which is transmitted annually to Congress. Continued treatment effectiveness monitoring funding beyond the first year requires an annual accomplishment report including monitoring documentation and data entry into the NFPORS R&R module.

Performance/Outcome Measure: Supports the DOI strategic goal: Resource Protection; End Outcome Goal: Improve Health of Watersheds, Landscapes, and Marine Resources that are DOI Managed or Influenced; Intermediate Outcome Goal 1: Restore and Maintain Proper Function to Watersheds and Landscapes

Related ABC codes:

2B: Prepare Fire Management Plans.

2L: Stabilize Burned Areas

Related RAPP Activities: Use RAPP activities that relate to the DOI Strategic Plan measures.

Notes/Recommendations:

Account: Wildland Fire Management

Treasury Symbol: 14-14X1125(16)

9262

Program Title: Burned Area Rehabilitation

☐ Two Year ☒ No Year ☐ Other _____
☐ BASE ☒ FLEX
☐ Habitat & Wildlife ☐ Maintenance ☐ Visitor Services ☐ Law Enforcement ☐ Planning ☒ Other: Fire

Legislative Authority: The National Wildlife Refuge System Improvement Act of 1997 (16 U.S.C. 668dd-668ee). The Federal Land Policy and Management Act of 1976 (43 U.S.C. 1748), as amended.

Purpose/Intent: Post-fire efforts (up to 3 years) to repair or improve lands unlikely to recover to a management approved condition from wildland fire damage, or to repair or replace minor facilities damaged by fire.

Program History: 9262 historically covered both Emergency Stabilization and Rehabilitation activities. In FY 2004 Emergency Stabilization was split out as a separate subactivity (9142) and 9262 now includes only Burned Area Rehabilitation.

Additional Guidance/Directives (if any): Additional guidance is contained in the FWS Fire Business Reference Guide. Section 102 of the General Provisions of the Annual Appropriations Act for the Department of Interior and Related Agencies authorizes the Secretary to transfer funds from other accounts for the suppression or emergency prevention of fires, and for rehabilitation of burned lands. Goal is to contract 50 percent of all approved project funding for fuels treatment (WUI and non-WUI) and burned area rehabilitation work. Rehab projects or treatments may be planned for up to three years, but funding can only be expended on approved activities or treatments and only in the approved fiscal year. (Refer to the Interagency BAER/ESR Handbook for more guidance and appropriate uses.)

Prohibited Uses (if any): Rehabilitation funding cannot be used for any rehabilitation activity or treatment for years two or three without written monitoring documentation.

Current Allocation Method: Allocations follow the historical process, are project specific, and are based upon approved NFPORS plans and project lists. The projects are initially entered into NFPORS at the station level. All rehabilitation activities or treatments will be funded on a priority basis as established by the National Coordinators with OWFC using common criteria. Funding of planned projects will be in one-year increments and activities or treatments will be reviewed at the end of the fiscal year and funded with the next fiscal year funds.

FY 2004 FWS initially received \$4.085 million, subsequently adjusted to \$1.803 million due to reprogramming of 9262 dollars to 9131 at the Departmental level.

FY 2005 FWS initially received \$2.367 million; subsequent adjustments pending.

Carryover Dollars (if any): Carryover dollars will go back to the Fire Management Branch for distribution with new allocations at the beginning of the fiscal year.

Recovery Dollars (if any): Recovery dollars will go back to the Fire Management Branch for redistribution, based on national priorities.

Other or Additional Funding (if any):

Any funding that becomes available after the initial allotments are received from BLM and regional allocations are completed, including fuels redistribution from other agencies, mid-year 1151 transfers for suppression, recoveries from off the top costs at the Departmental level and other miscellaneous additions, will come to the Fire Management Branch for redistribution to the regions. The Branch of Fire Management is responsible for prioritizing and allocating mid-year adjustments based on needs provided by the National Fire Leadership Team (NFLT).

Reporting Requirements (if any): Future year funding of activities and treatments must be resubmitted for funding approval each fiscal year.

Performance/Outcome Measure: PIM.1.01.001.Restore fire-adapted ecosystems: Percent of acres degraded by wildland fire with post-fire rehabilitation treatments underway, completed, and monitored.

Related ABC codes:

2B: Prepare Fire Management Plans

2M: Rehabilitate Lands Damaged by Wildland Fires

Related RAPP Activities: Use RAPP activities that relate to the DOI Strategic Plan measures.

Notes/Recommendations:

Account: Wildland Fire Management

Treasury Symbol: 14-14X1125(16)

9263

Program Title: Non-WUI Fuels Reduction Operations

☐ Two Year ☒ No Year ☐ Other _____
☐ BASE ☒ FLEX
☐ Habitat & Wildlife ☐ Maintenance ☐ Visitor Services ☐ Law Enforcement ☐ Planning ☒ Other: Fire

Legislative Authority: The National Wildlife Refuge System Improvement Act of 1997 (16 U.S.C. 668dd-668ee). The Federal Land Policy and Management Act of 1976 (43 U.S.C. 1748), as amended.

Purpose/Intent: Provides funding for prescribed fire and mechanical fuel reduction activities and includes the costs of ecological burning to reintroduce the role of fire to the landscape to protect, maintain, and enhance natural resource and habitat for wildlife as well as to reduce hazardous fuels.

Program History: Funding for fuels reduction started in the mid-1990s as a result of the 1994 fire season.

Additional Guidance/Directives (if any): Additional guidance is contained in the FWS Fire Business Reference Guide. Project ceilings must be identified and approved through the FireBase system and will be rolled into a Regional ceiling to maintain fiscal integrity so funds are expended only on hazardous fuels and resource enhancement prescribed fire management actions. The project definition portion of FireBase is used to detail estimated costs for projects and to report actual costs incurred. Hazardous Fuels Reduction projects are assigned project codes. The Fire Management Information System (FMIS) number will be used as the project code for specific fuels treatment costs. Project related costs not directly associated with individual burns will be charged against PROJ (Misc. Project costs), and/or TNTP (misc. project related Training/Travel). The goal is to contract 50 percent of all approved project funding for fuels treatments (WUI and non-WUI). Approved project expenditures in identified Departmental BOC codes charged to individual project codes, PROJ or TNTP will be used to determine project contracting accomplishments.

Non-project related costs associated with the base program will be charged against OVHD (Overhead), PROG (Program), and/or TNTV (Training/Travel).

Hazardous Fuels Reduction project codes are established and assigned by the USFWS Fire Management Information System (FMIS).

Prohibited Uses (if any): Regular (base 8) hours for 9131, 9264, and 1260 funded employees cannot be charged against the 9263 account. These positions are already funded out of other accounts and cross charging for base 8 hours would constitute unauthorized augmentation of funds in their regular accounts. The amount of each fuel management project allocation is a

ceiling which cannot be exceeded without the approval of the RFMC. Other prohibited uses include but may not be limited to long-term ecological or wildlife population monitoring, and fire effects studies on wildlife (individuals or populations).

Current Allocation Method: Following the time-line established by the National Office, the field will submit budget requests and requests for individual fuel treatment projects in priority order through the FireBase and National Fire Plan Operating and Reporting System (NFPORS). Regions are allowed to approve up to 125% of the projects (acres and numbers of projects) from their high 3 year average of the past five years. A cap of a maximum reduction of 5% of the total BASE program funding (BASE includes 9131 and 9263/9264 non-project funding) was established to minimize impacts to regional fire programs. The Regional Fire Management Coordinator (RFMC) will review, revise as necessary, and approve specific funding for each project. An analysis of historical prescribed fire accomplishments and planned future projects generates a staffing level needed to accomplish the field station workload. Requests for additional program support needs are then combined with these figures. Based on the requests and the approved projects, the RFMC develops a staffing plan for the Region. In 2005, 30 FTE shifted from 9263 funding to 9264 funding per Departmental approval to better reflect actual fuels workload. In 2005, the CAM assessment process was revamped, but actual 2005 CAM numbers are not available. The Fire Management Branch has proposed CAM assessments be covered by 9131 funding as well as portions of 9263 and 9264 funding in 2005.

	Total	R1	R2	R3	R4	R5	R6	R7	CNO	R9
FY 2004	12,868,000	2,001,487	1,584,187	2,029,628	2,487,086	967,808	2,517,942	306,144	0	973,718
FY 2005	11,492,163	1,473,378	1,102,235	2,707,507	3,118,744	451,132	1,983,164	50,059	0	605,944
FY 2006	12,657,000	947,457	1,320,653	2,713,707	3,164,819	491,723	2,099,669	201,823	631,786	1,065,106

Note: Represents initial allocations for both overhead and projects, and includes new and carryover funding. 9263 reduced for CAM (913C). R9 includes regional support.

Carryover Dollars (if any): Carryover dollars will go back to the Fire Management Branch for distribution with new allocations at the beginning of the fiscal year.

Recovery Dollars (if any): Recovery dollars go back to the originating Region for their distribution. National level recoveries will go back to the Fire Management Branch for redistribution, based on national priorities.

Other or Additional Funding (if any):

Any funding that becomes available after the initial allotments are received from BLM and regional allocations are completed, including fuels redistribution from other agencies, mid-year 1151 transfers for suppression, recoveries from off the top costs at the Departmental level and other miscellaneous additions, will come to the Fire Management Branch for redistribution to the regions. The Branch of Fire Management is responsible for prioritizing and allocating mid-year adjustments based on needs provided by the National Fire Leadership Team (NFLT).

Reporting Requirements (if any): Expenditures and accomplishments are reported in the Annual National Fire Plan Accomplishments Report which is transmitted annually to Congress.

Performance/Outcome Measure: PIM.1.01.005/PIM1.01.005 Restore fire-adapted ecosystems: Number of acres in fire regimes 1, 2, or 3 moved to a better condition class that were identified as high priority through collaboration consistent with the 10-year Implementation Plan – in total/as a percent of total acres treated. PIM1.01.006. Restore fire-adapted ecosystems: Number of acres in prior measure moved to a better condition class per million dollars of gross investment. PIM.1.01.008/PIM.1.01.009. Reduce hazardous fuels: Number of acres treated that are in condition classes 2 or 3 in fire regimes 1 through 3 outside of WUI, and are identified as high priority through collaboration consistent with the 10-year Implementation Plan, in total/as percent of all acres treated. PIM.1.01.010. Reduce hazardous fuels: Number of acres treated outside the WUI per million dollars gross investment.

Related ABC codes:

2B Prepare Fire Management Plans
2C Reduce Hazardous Fuels – Prescribed Fire (Non-WUI)
2D Reduce Hazardous Fuels - Mechanical (non-WUI)
2E Reduce Hazardous Fuels – Other Methods (Non-WUI)
2N: Monitor and Evaluate Fuels Reduction and Post-Fire Rehabilitation

Related RAPP Activities: Use RAPP activities that relate to the DOI Strategic Plan measures.

Notes/Recommendations:

Account: Wildland Fire Management

Treasury Symbol: 14-14X1125(16)

9264

Program Title: Wildland Urban Interface Fuels Reduction Operations

☐ Two Year ☒ No Year ☐ Other _____
☐ BASE ☒ FLEX
☐ Habitat & Wildlife ☐ Maintenance ☐ Visitor Services ☐ Law Enforcement ☐ Planning ☒ Other: Fire

Legislative Authority: The National Wildlife Refuge System Improvement Act of 1997 (16 U.S.C. 668dd-668ee). The Federal Land Policy and Management Act of 1976 (43 U.S.C. 1748), as amended.

Purpose/Intent: For wildland urban interface (WUI) fuel reduction operations on federal lands and adjacent non-federal lands. Activity must contribute to the reduction of risk in a State-identified Community at Risk.

Program History: WUI fuels reduction funding started in FY 2001 in response to the 2000 fire season. The FY 2001 National Fire Plan allocations formed the basis for regional allocation caps in FY 2002. This process continued in FY 2003 as funding was allocated based upon projected accomplishments listed in the National Fire Plan Operations Reporting System (NFPORS).

Additional Guidance/Directives (if any): Additional guidance is contained in the FWS Fire Business Reference Guide. The Appropriation Authorization Language specifically emphasizes the use of contracts and grants as the preferred method to conduct activities under this subactivity. Force account may be used when contracts and grants are not feasible to use. WUI Fuels Reduction projects are assigned project codes. The Fire Management Information System (FMIS) fire number will be used as the project code for specific fuels treatment costs. Project related costs not directly associated with individual burns will be charged against PROJ (misc. Project costs), and/or TNTP (misc. Training/Travel costs). The goal is to contract 50 percent of all approved project funding for fuels treatments (WUI and non-WUI). Approved project expenditures in identified Departmental BOC codes charged to individual project codes, PROJ or TNTP will be used to determine project contracting accomplishments.

Non-project related costs associated with the base program will be charged against OVHD (Overhead), PROG (Program), and/or TNTV (Training/Travel).

Prohibited Uses (if any): The amount of each fuel management project allocation is a ceiling that cannot be exceeded without approval from the Regional Fire Management Coordinator (RFMC). Long-term ecological or wildlife population monitoring cannot be charged against 9264.

Current Allocation Method: Following the time-line established by the National Office, the field will submit their budget requests and requests for individual fuel treatment projects in priority order through the FireBase and NFPORS systems. Regions are allowed to approve up to 125% of the projects (acres and numbers of projects) from their high 3 year average of the past

five years. A cap of a maximum reduction of 5% of the total BASE program funding (BASE includes 9131 and 9263/9264 non-project funding) will be utilized to minimize impacts to regional fire programs. The RFMC will review, revise as necessary, and approve specific funding for each project. Based on the requests and the approved projects, the RFMC will develop a staffing plan for the Region. A WUI allocation module was developed by the FireBase Working Group and was first utilized in 2005 to allocate the 9264 project funding based upon WUI module outputs. The 2005 budget contained line item additions in WUI to facilitate better planning and monitoring of fuels projects. A total of 12 new 9264 FTEs were approved associated with the new initiative. These FTE have been split equally (1.5 FTE) between Regions 1-7 and 9, along with an additional \$125,000 in funding to each region. These FTE are to be used as fire planners to assist with all aspects of fire planning and monitoring, including enhancing our capability in geospatial data management. 30 FTEs were shifted from 9263 funding to 9264 funding per Departmental approval to better reflect actual fuels workload in 2005. The CAM assessment process was revamped, but actual 2005 CAM numbers are not available. The Fire Management Branch has proposed CAM assessment be covered by 9131 funding as well as 9263 and 9264 funding beginning in 2005.

	Total	R1	R2	R3	R4	R5	R6	R7	CNO	R9
FY 2004	11,393,000	2,179,628	1,600,095	1,345,307	2,679,115	1,073,809	991,179	590,340	0	933,527
FY 2005	14,943,346	2,453,439	2,121,941	2,080,921	3,623,396	1,729,308	1,267,362	709,623	0	957,356
FY 2006	19,366,000	1,750,407	2,411,895	2,661,350	4,557,300	2,027,955	1,625,010	1,019,859	1,180,485	2,131,738

Note: Represents initial allocations for both overhead and projects, and includes new and carryover funding. 9264 reduced for CAM (913C). R9 includes regional support.

Carryover Dollars (if any): Carryover dollars will go back to the Fire Management Branch for distribution with new allocations at the beginning of the fiscal year.

Recovery Dollars (if any): Recovery dollars go back to the originating Region for their distribution. National level recoveries will go back to the Fire Management Branch for redistribution, based on national priorities.

Other or Additional Funding (if any): Any funding that becomes available after the initial allotments are received from BLM and regional allocations are completed including fuels redistribution from other agencies, mid-year 1151 transfers, recoveries from off the top costs at the Departmental level and other miscellaneous additions, will come to the Fire Management Branch for redistribution to the regions. The Branch of Fire Management is responsible for prioritizing and allocating mid-year adjustments based on needs provided by the National Fire Leadership Team (NFLT).

Reporting Requirements (if any): Expenditures and accomplishments are reported in the Annual National Fire Plan Accomplishments Report which is transmitted annually to Congress. Acres accomplished are reported in NFPORS. WUI project accomplishments are reported in Fire Management Information System (FMIS).

Performance/Outcome Measure: SIM.1.01.003. Reduce hazardous fuels: Number of acres treated in the WUI and are identified as high priority through collaboration consistent with the

10-year Implementation Plan – in total and as a percent of all acres treated. SIM.1.01.004.
Reduce hazardous fuels: Number of acres treated in the WUI per million dollars gross investment.

Related ABC codes:

2B: Prepare Fire Management Plans
2F Reduce Hazardous Fuels – Prescribed Fire (WUI)
2G: Reduce Hazardous Fuels – Mechanical (WUI)
2H: Reduce Hazardous Fuels – Other Methods (WUI)
2N: Monitor and Evaluate Fuels Reduction and Post-Fire Rehabilitation

Related RAPP Activities: N/A

Notes/Recommendations:

Account: Wildland Fire Management

Treasury Symbol: 14-14X1125(16)

9265

Program Title: Rural Fire Assistance

☐ Two Year ☒ No Year ☐ Other _____
☐ BASE ☒ FLEX
☐ Habitat & Wildlife ☐ Maintenance ☐ Visitor Services ☐ Law Enforcement ☐ Planning ☒ Other: Fire

Legislative Authority: The National Wildlife Refuge System Improvement Act of 1997 (16 U.S.C. 668dd-668ee). The Federal Land Policy and Management Act of 1976 (43 U.S.C. 1748), as amended.

Purpose/Intent: This funding is used to increase fire firefighter safety and enhance the fire protection capabilities for initial attack of rural/volunteer fire departments. Specific criteria must be met. They include:

- A statewide agreement with the State Forester who maintains cooperative fire agreements with the Rural Fire Departments/Volunteer Fire Departments or a cooperative fire agreement with an Interior Bureau.
- Rural fire department serving a community of a population of 10,000 or less in the wildland/urban interface.
- Funding request is limited to training, equipment, and prevention activities.
- The rural fire department must have the capability to meet cost share at a minimum of 10% (which may include in-kind services).

Program History: Priorities are established by the local bureau/unit, based on local needs in consultation with rural fire department(s). They are prioritized at the Regional level, as there may be many more requests than available funding. Should additional funding become available, further projects may be approved from the existing priority list. A maximum allowable Federal contribution of \$20,000 per Rural Fire Department per year has been established.

Additional Guidance/Directives (if any): Additional guidance is contained in the FWS Fire Business Reference Guide. Funding required is linked to training, equipment, and prevention. An important component to this program is contracting for services. Rural fire departments can utilize this funding to contract out for services that would meet the objectives of this program, such as wildland fire training; technical wildland fire expertise in planning, prevention, and educational activities; and to purchase equipment, supplies, and materials. Rural fire departments must have the capacity to cost-share at a minimum of 10 percent (i.e. the Federal share can be no more than 90 percent), including in-kind services.

Prohibited Uses (if any): Administrative costs cannot be charged against this account. Funds cannot be used to pay salaries for Government employees.

Current Allocation Method: These funds were originally allocated among the bureaus based on an estimate of the number of formal agreements between the bureaus and their local cooperators. The regional allocations were allocated proportionally to the original estimated number of agreements within that region since the inception of the program in FY01. Funding is provided through grant agreements to these departments to assist in wildland fire training, planning, prevention, and purchase of equipment, supplies, and materials to assist in initial attack.

	Total	R1	R2	R3	R4	R5	R6	R7	CNO	R9
FY 2004	1,235,273	149,401	149,401	239,536	224,719	149,401	298,802	24,013	0	0
FY 2005	1,273,520	154,033	154,033	246,962	231,686	154,033	308,066	24,187	0	520
FY 2006	0	0	0	0	0	0	0	0	0	0

Note: Includes new and carryover funding.

Carryover Dollars (if any): Carryover dollars will go back to the Fire Management Branch for distribution with new allocations at the beginning of the fiscal year.

Recovery Dollars (if any): Recovery dollars go back to the originating Region for their distribution. National level recoveries will go back to the Fire Management Branch for redistribution, based on national priorities.

Other or Additional Funding (if any):

Any funding that becomes available after the initial allotments are received from BLM and regional allocations are completed, including fuels redistribution from other agencies, mid-year 1151 transfers for suppression, recoveries from off the top costs at the Departmental level and other miscellaneous additions, will come to the Fire Management Branch for redistribution to the regions. The Branch of Fire Management is responsible for prioritizing and allocating mid-year adjustments based on needs provided by the National Fire Leadership Team (NFLT).

Reporting Requirements (if any): Expenditures and accomplishments are reported in the National Fire Plan Accomplishments Report which is transmitted quarterly to Congress.

Performance/Outcome Measure: Supports the DOI strategic goal: Serve Communities; End Outcome Goal: Protect lives, resources and property; Intermediate Outcome Goal 1: Improved fire management.

Related ABC codes:


2A Prepare for Wildland Fire

Related RAPP Activities: N/A

Notes/Recommendations:

APPENDIX G - Reimbursable Agreements Form

Fill-able forms may be found at [Shared Documents](#)

U.S. FISH & WILDLIFE SERVICE INTRAGOVERNMENTAL AGREEMENT FORM				ATTACHMENT A
 <div style="display: inline-block; vertical-align: middle;"> U.S. Department of the Interior U.S. Fish & Wildlife Service </div>	1. FWS AGREEMENT #:			
	2. OTHER AGENCY AGREEMENT #:			
	3. TOTAL AGREEMENT AMOUNT:			
	4. EFFECTIVE DATE:			
5a. FWS ORGANIZATIONAL DATA (ADDRESS, OFFICE)		6a. OTHER AGENCY DATA (ADDRESS, OFFICE)		
5b. Select One: ___Buyer ___Seller		6b. Select One: ___Buyer ___Seller		
5c. DUNS #:		6c. DUNS #:		
5d. ALC:		6d. ALC:		
7. PROJECT TITLE:				
8. SCOPE OF WORK (DETAIL THE SPECIFIC OBLIGATIONS OF EACH PARTY - USE ADDITIONAL PAGE(S) IF NECESSARY)				
9. SPECIAL PROVISIONS: (1) THIS AGREEMENT MAY BE MODIFIED BY MUTUAL CONSENT OF BOTH PARTIES. (2) IT MAY BE TERMINATED BY 30-DAY PRIOR WRITTEN NOTICE BY EITHER PARTY. ALLOWABLE COSTS INCURRED THROUGH DATE OF TERMINATION SHALL BE REIMBURSED UNDER THIS AGREEMENT. (INSERT ANY ADDITIONAL PROVISIONS)				


**U.S. FISH & WILDLIFE SERVICE
INTRAGOVERNMENTAL AGREEMENT FORM**

ATTACHMENT A

10. FWS PROJECT OFFICER (NAME, OFFICE, ADDRESS, PHONE, FAX, E-MAIL)	11. OTHER AGENCY PROJECT OFFICER (NAME, OFFICE, ADDRESS, PHONE, FAX, E-MAIL)	
12. PERIOD OF PERFORMANCE: (IDENTIFY PERFORMANCE PERIOD)		
13. ESTIMATED PRICE/COSTS: (EITHER STATE "SEE BLOCK 3" OR SPECIFY INDIVIDUAL LINE ITEMS IF APPROPRIATE)		
14a. METHOD OF PAYMENT AND BILLING INSTRUCTIONS: IPAC BILLINGS ARE THE PREFERRED METHOD OF PAYMENT FOR THIS AGREEMENT. EACH BILLING WILL REFERENCE THIS AGREEMENT NUMBER, THE AGENCY LOCATION CODE (ALC), AND DUNS NUMBER.		
14b. BILLING SCHEDULE: (SELECT ONE) <input type="checkbox"/> MONTHLY, <input type="checkbox"/> QUARTERLY, <input type="checkbox"/> SEMI-ANNUALLY, <input type="checkbox"/> OTHER (SPECIFY)		
14c. FWS BILLING CONTACT (NAME, OFFICE, ADDRESS, PHONE, FAX, E-MAIL)	14d. OTHER AGENCY BILLING CONTACT (IF DIFFERENT THAN BOX 14a, PROVIDE: NAME, OFFICE, ADDRESS, PHONE, FAX, E-MAIL)	
<small>*IF NOT SPECIFIED, CONTACT THE COST ACCOUNTING SECTION, DENVER FINANCE CENTER AT (303) 254-5800 OR THE APPROPRIATE REGIONAL FINANCE OFFICE.</small>		
15. CAPITALIZED ASSET(S) INCLUDED IN ORDER: WILL THE ITEM(S) PURCHASED BE CAPITALIZED BY THE ORDERING AGENCY IN ACCORDANCE WITH THEIR POLICY AND RECORDED AS AN ASSET IN THEIR FINANCIAL SYSTEM? <div style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>		
16. ACCOUNTING DATA: (ENTER COMPLETE ACCOUNTING DATA INCLUDING BUYER AND SELLER APPROPRIATION NUMBER, FY, ORIG. CODE, BOC, AND PROJECT DATA)		
17. AUTHORITY: (CITE APPLICABLE AUTHORITY TO ENTER INTO THIS AGREEMENT; I.E. ECONOMY ACT OF 1932 (31 USC 1535))		
18a. CONTRACTING OFFICER FOR FWS (NAME, REGION, ADDRESS, PHONE, FAX, E-MAIL)	18b. CONTRACTING OFFICER SIGNATURE	18c. DATE
19a. AUTHORIZING OFFICIAL FOR OTHER AGENCY (NAME, TITLE, ADDRESS, PHONE, FAX, E-MAIL)	19b. AUTHORIZING OFFICIAL SIGNATURE	19c. DATE

**U.S. FISH & WILDLIFE SERVICE
INTRAGOVERNMENTAL AGREEMENT MODIFICATION FORM**

ATTACHMENT A-1

 <p>U.S. Department of the Interior U.S. Fish & Wildlife Service</p>	1. FWS AGREEMENT #:		
	2. OTHER AGENCY AGREEMENT #:		
	3. MODIFICATION #:		
	4. TOTAL MODIFICATION AMOUNT:		
	5. EFFECTIVE DATE:		
6a. FWS ORGANIZATIONAL DATA (ADDRESS, OFFICE)		7a. OTHER AGENCY DATA (ADDRESS, OFFICE)	
6b. Select One: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller		7b. Select One: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller	
6c. DUNS #:		7c. DUNS #:	
6d. ALC:		7d. ALC:	
8. DESCRIPTION OF MODIFICATION (USE ADDITIONAL PAGE(S) IF NECESSARY)			
9. ACCOUNTING DATA: (ENTER COMPLETE ACCOUNTING DATA INCLUDING BUYER AND SELLER APPROPRIATION NUMBER, FY, ORG. CODE, BOC, AND PROJECT DATA)			
10. AUTHORITY: (SPECIFY THE TYPE OF MODIFICATION AND AUTHORITY)			
11a. CONTRACTING OFFICER FOR FWS <small>(NAME, REGION, ADDRESS, PHONE, FAX, E-MAIL)</small>		11b. CONTRACTING OFFICER SIGNATURE	
12a. AUTHORIZING OFFICIAL FOR OTHER AGENCY <small>(NAME, TITLE, ADDRESS, PHONE, FAX, E-MAIL)</small>		12b. AUTHORIZING OFFICIAL SIGNATURE	
		11c. DATE	
		12c. DATE	

Fill-able form may be found at <http://www.fws.gov/forms/3-2058.xls>

REIMBURSABLE AGREEMENT DATA FORM						<input type="checkbox"/> INITIAL SUBMISSION <input type="checkbox"/> FOR MODIFICATION	
Agreement Information	Project Title: _____					[IF DIFFERENT THAN DEFAULT]	
	USFWS Agreement #: _____			Responsible ARD's Cost Structure: _____			
	Cite the FWS Reimbursable Program Authority used: _____						
	BFY: _____	Job Number: _____	ABC: _____	ORGN: _____			
	Start of Work Date: _____			Planned Completion Date: _____			
	Customer Name: _____					TIN: _____	
	Customer Reference #: _____			Total Unauthorized Amount		Total Authorized Runden Amount	
	Total Amount of this Agreement: 0.00			0.00		0.00	
				Dollar Amount		O&H rate: Target Amount / Less Burden	
	Amount Authorized / Fiscal Year: _____			0.00		0 % 0.00	
Amount Authorized / Fiscal Year: _____			0.00		0 % 0.00		
Amount Authorized / Fiscal Year: _____			0.00		0 % 0.00		
Amount Authorized / Fiscal Year: _____			0.00		0 % 0.00		
Amount Authorized / Fiscal Year: _____			0.00		0 % 0.00		
Modification Information	The Agreement is Modified Effective: _____					By Modification No: _____	
	To: Increase _____		Decrease _____		The Amount by: _____		
	Change the: _____		Start of Work Date to: _____		Planned Completion Date to: _____		
Contact Information	USFWS Project Manager			Paying Office Billing Contact			
	Name: _____ Address Line one: _____ Address Line two: _____ City, State, Zip: _____ Phone (w/area code): _____						
Billing Information	BILLING INFORMATION FOR DIVISION OF FINANCIAL MGT/DENVER OPERATIONS						
	Agency Location Code (ALC): _____			DUNS #: _____			
	TAS: _____			BETC: _____			
	APPLICABLE ADMINISTRATIVE SUPPORT RATE IS: _____ % IF APPLICABLE, THE APPROVED EXCEPTION TO POLICY IS ATTACHED. OTHERWISE, THE STANDARD OVERHEAD RATE IS: _____ % IPA / SERF _____						
Approvals	Rate Description: _____						
	Notes to DFWD	_____					
	Signature of USFWS Official: _____						
	Name and Title (typed/printed): _____			Date: _____			
Approvals	To be completed by Regional Budget and Finance Office						
	Concur: _____						
	Signature: _____			Date: _____			
	Name and Title (typed/printed): _____			Date: _____			
Regional Table Review: PROJ DVAL CAHT FPCA Signature and Date: _____							

FWS Form 3-2058 Rev.12/08

APPENDIX H - Bill for Collection Form

Fill-able form may be found at <http://www.fws.gov/forms/di1040.pdf>

<div style="display: flex; justify-content: space-between;"> <div> DI-1040 Revised (Aug. 1973) </div> <div style="flex-grow: 1; text-align: center;"> <h2 style="margin: 0;">BILL FOR COLLECTION</h2> </div> <div> Bill No. _____ </div> </div>				
Make Remittance Payable To: _____			Date _____	
Mail Payment To: _____			(Bureau or Office)	
PAYER: _____			(Address) _____	
<div style="border: 2px solid black; border-radius: 25px; width: 90%; margin: 10px auto; min-height: 100px;"></div>			Please detach top portion of this bill and return with remittance.	
			Amount of Payment \$ _____	

Date	DESCRIPTION	Quantity	Unit Price		Amount
			Cost	Per	
AMOUNT DUE THIS BILL,					\$ _____

NOTE: A receipt will be issued for all cash remittances and for all other remittances when required by applicable procedures. Failure to receive a receipt for cash payment should be promptly reported to the bureau or office shown above.